



SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

## EXEMPT OPPORTUNITY

**POSITION TITLE:** Assistant Manager - Payroll

**REPORTS TO:** Payroll Manager

**DIVISION/DEPARTMENT:** Finance/Payroll

**HIRING RANGE:** \$59,028 – \$76,153

### ABOUT THE OFFICE:

The Clerk & Comptroller's office is an award-winning, progressive organization with a strong commitment to transparency, accountability and public service.

### ABOUT THE JOB:

The Clerk's office is currently seeking an Assistant Manager of Payroll to perform managerial work in assisting department management in planning, organizing, and directing payroll activities for Palm Beach County, the Board of County Commissions and Palm Tran. Employees in this classification are responsible for assisting management with monitoring and evaluating effectiveness of departmental activities and efficiency of resource allocation.

The Clerk's office has demanding timeline and we need an experienced payroll professional who has a strong sense of urgency and is comfortable working in a fast-paced environment as the Assistant Manager is responsible for ensuring the timely and accurate bi-weekly distribution of payroll checks and maintaining compliance with union contracts, federal, state and local regulations.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

### ROLE OF THE POSITION:

**The successful candidate performs the following key duties:**

- Monitors work flow and productivity of staff under charge; monitors performance for adherence to established goals and objectives
- Prioritizes, coordinates, assigns, and monitors staff payroll processing activities; provides proper training and guidance to staff in processing assigned tasks. Ensures the accurate and timely calculation of employee's pay checks and HR related data
- Compiles and reviews various payroll records, reports, union contracts, pay polices and regulatory compliance forms; W-4's. Ensures payroll system configuration of set up tables.



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- Monitors the reconciliation and preparation of weekly, quarterly, annual federal state tax reports and employee's year end W-2's. Maintain payroll system compliance of tax tables and requirements for reporting
- Establishes and maintains policies and procedures for payroll processing functions; maintains current knowledge of union contract, pay policies and legislation affecting payroll functions
- Assists management with coordinating effective communications with various external entities applicable to functions under charge, i.e., County departments, banking partners and other vendors
- Performs personnel supervisory functions, i.e., performance evaluations, recommending hiring, recommending promotions, disciplinary actions
- Develops and maintains an effective and efficient record keeping and file maintenance system; ensures adherence to established filing methods and standards

### THE IDEAL CANDIDATE:

**The ideal candidate will have large scale professional payroll and supervisory experience along with the following:**

- Bachelor's Degree in Accounting, Finance or related field
- At least five (5) years recent and relevant professional payroll accounting experience, preferably for a governmental or similar agency; or an equivalent combination of education, training, and experience.
- Previous supervisory and department management experience
- Working Knowledge of Microsoft Word and Excel
- Payroll or other HR or Financial (PeopleSoft) software experience is preferred

*The Clerk & Comptroller's office is a drug-free workplace. Selected candidates will be subject to a drug screening and background check as a condition of employment. Employment will be considered provisional until the drug screening and background check are completed. The Clerk & Comptroller's Office is an Equal Opportunity Employer. Certain veterans and spouses of veterans receive preference and priority in employment for this position and are encouraged to apply. Veterans' Preference will be given to eligible veterans or eligible spouses of veterans. If an applicant claiming veterans' preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance - Veterans' Preference, Post Office Box 31003, St. Petersburg, FL 33731. Any applicant seeking veterans' preference in employment in the state of Florida who is not selected for the position and is so notified, must file their complaint with the DVA against the agency or political subdivision, within twenty-one calendar days from the date the hiring decision is received or within three months of the date the application is filed with the employer if no notice is given.*

**To apply please visit: <http://www.mypalmbeachclerk.com/careers>**



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