



# CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

## **Payroll / Accounting Clerk** **Grade 58 (Salary Range \$44,178 - \$75,651)**

### **OPEN AND COMPETITIVE**

Opening Date 05/31/2018

Closing Date Open Until Filled

1<sup>st</sup> Review Date 06/15/2018

Under general supervision, perform all payroll activities and functions in a timely and accurate manner for the City in accordance with collective bargaining agreements, Federal and State laws, and payroll policies and procedures. The Payroll/Accounting Clerk will also perform routine accounting functions including daily deposits, general ledger entries, data entry of cash transactions and month end accounting duties.

### **ESSENTIAL JOB FUNCTIONS**

- Ensures timely and accurate processing of time and attendance for City employees in a time-sensitive environment which requires a high-level of accuracy and attention to detail.
- Calculate, audit, process, enter and reconcile bi-weekly timecards in accounting system in accordance with proper pay schedules, collective bargaining agreements, overtime, leave, and other specialty pay guidelines.
- Verifies forms for all personnel actions, checking for accuracy, completeness and compliance with stand procedures.
- Creates supplemental checks and voids or stop payments through the bank.
- Act as key payroll liaison for the City for all payroll related questions and tracking and reporting of time, leaves, forms and other related matters in accordance with established policies and procedures and guidelines.
- Prepares City payroll and related disbursements including insurance, pension, retirement, direct deposit, child support, payroll tax, etc.; obtain appropriate authorizations and approvals prior to processing, and ensure remittance made timely.
- Maintain accurate records and record retention in accordance with policies and procedures.
- Reconcile statements, payments, and general ledger for health, dental, life, disability, optional insurances, union dues, United Way and any other payroll related balances.
- Prepare all payroll related tax forms, including 941s and state unemployment forms (UCT-6), obtain appropriate authorizations and ensure filed timely.
- Prepare and reconcile end of year W-2s.
- Various other payroll-related duties such as generating payroll accruals, payroll journal entries, wages statement for workers' compensation, payroll projections for budget, annual reports of employee benefit plans, monitoring and reporting of third party sick pay, ordering checks, timecards and other payroll supplies, etc.
- Assists Human Resources as needed to prepare summaries for income verifications, wage statements, other informational letters.
- This position serves in an administrative capacity to the Finance Department, including mail (incoming and outgoing), ordering supplies, processing Finance Department invoices, Procurement Card Administrator, and other administrative duties.

### **ADDITIONAL JOB FUNCTIONS**

- This position serves as backup for the Accounts Payable function and will process accounts payable intermittently as needed.
- This position performs various entry-level accounting functions, as assigned.
- Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Payroll processes including procedures, adequacy of documentation, Circular E, IRS laws and requirements.
- City, State and Federal laws, rules and regulations controlling payroll processing and record keeping.
- Automated Human Resources / Payroll systems.

Ability to:

- Maintain confidentiality and accurately process time-sensitive documents and records.
- Use and create spreadsheets.
- Operate Microsoft office products, payroll software and Internet.
- Type 30 words per minute, knowledge of data control techniques and operation of 10-key adding machine without visual reference - by "touch".
- Thoroughly research payroll issues in detail.
- Understand and follow complex oral and written instructions.
- Express ideas accurately, clearly and effectively, both orally and in writing.
- Works closely with staff from all departments.

### **DESIRABLE EXPERIENCE AND TRAINING**

- High school diploma or GED. Preference given for an Associate's degree (or higher) in accounting from an accredited college.
- Two (2) years verifiable experience performing full payroll functions.
- Experience and/or academic training in computer operations including an automated general ledger/payroll system or general ledger/accounts payable system in a multi-user environment.
- Proficient in operation of 10-key adding machine by touch and advanced knowledge of spreadsheet creation, maintenance, and use.
- Preference given to those with MUNIS payroll experience.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Preference given to those with experience with collective bargaining agreements.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### **ENVIRONMENTAL REQUIREMENTS**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

### **DISCLAIMER**

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**Submit application:** Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department

701 S.W. 71<sup>st</sup> Avenue

North Lauderdale, FL 33068

Fax: (954) 724-6975 E-Mail: [llarrieux@nlauderdale.org](mailto:llarrieux@nlauderdale.org) Website: [www.nlauderdale.org](http://www.nlauderdale.org).

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

## **EMPLOYMENT INFORMATION**

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates **MUST** submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## **EMPLOYEE BENEFITS**

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.