

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** PAYROLL SPECIALIST  
**Department:** Financial Services  
**Job Code:** 6060  
**Grade:** H09  
**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of an administrative superior, incumbent in this class is responsible for the maintenance of payroll reports, paycheck printing and related accounts payable functions. Assist in other accounting operations. Work is performed with a sub-professional working knowledge of accounting practices and policies in interpreting procedures, recording and reporting transactions. Work is subject to automatic and periodic verification through systems of internal controls, and to supervisory review for conformity with established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTION**

1. Maintains office files for internal use and for regulatory inspection.
2. Prepares payroll check for printing; researches the validity of payroll leaves reported according to law, city and union rules and regulations.
3. Compiles reports and presents data in an accurate and timely manner.
4. Researches payroll and salary surveys from other entities and government organizations.
5. Operates modern office equipment including computer, adding machine, copier, facsimile machine, typewriter and telephone.
6. Assists accounts payable division.
7. Prepares audit reports and quarterly tax reports.

**Payroll Specialist Financial Services**

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED; supplemented by three (3) years of responsible experience in clerical accounting or bookkeeping work; or an equivalent combination of training and experience. Must have excellent keyboard skills.

Possession of a valid Florida Driver License as required for the position.

**B. Knowledge, Abilities and Skills:**

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems and software.

Knowledge of state and federal employment regulations and reporting requirements.

Ability to maintain financial records and to prepare financial statements and reports from supporting data.

Ability to understand complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Skill in the operation of modern office equipment.

**C. Physical Requirements:**

Task involves regular physical effort in standing, sitting, stooping, reaching, pulling, pushing, stretching, bending, kneeling and walking, or frequent light lifting (30

**Payroll Specialist Financial Services**

pounds); or standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires sound perception and discrimination.  
Task requires texture perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

**Page 4**  
**Payroll Specialist Financial Services**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Financial Services Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee