



Seminole County Sheriff's Office

PAYROLL/BENEFITS ANALYST

Class Spec Code: 1070

Established Date: 10/15/2020

Last Revised Date: 01/10/2022

Effective: 07/18/2023

Salary Range

\$21.97 - \$32.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work responsible for the coordination of various financial activities and reports.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Reviews timecard submittals for accuracy and identifies required corrections. Audits employee submitted payroll changes for accuracy. Print payroll checks and direct deposit slips.

Processes payroll accounts payable checks. Balances monthly payroll reports. Verifies payroll entries against general ledger.

Prepares and submits payroll taxes, payroll garnishments and employee payroll deductions.

Processes "Class C" travel requests.

Prints and balances W-2 forms.

Develops and prepares payroll reports as required.

Assists with preparation of monthly, quarterly, and annual reports.

Performs maintenance on employee leave accounts as required.

Answers employee payroll questions and inquiries. Maintains employee payroll files.

Performs all other duties as assigned or required.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, or Business Administration
- Two (2) years' experience as an accountant or in a related position
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of accounting practices and principles; of Microsoft Office or other computer spreadsheet programs; of Sheriff's Office Financial System.

Ability to adhere to prescribed routines and practices; to work independently to achieve accurate and timely end product results; to maintain accurate and detailed

financial records; to organize and assemble data to prepare accurate reports, summaries, and tabulations from it; to communicate with other departments/divisions, agency offices, and the general public in an effective manner; to multi-task; to maintain confidential records and reports.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require

working weekends, nights, and/or
occasional overtime