

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Payroll & Benefits Coordinator**  
Human Resources and Risk Management Department

**GENERAL STATEMENT OF JOB**

Under direction, performs professional work in the coordination and administration of human resource functions for the City, including payroll processing, employee benefits, class and compensation, training, policy development and employee relations. Assists the Director of Human Resources & Risk Management with various special projects and reports. Performs related work as directed. Reports to the Director of Human Resources & Risk Management.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

**Payroll Processing:**

Processes City payroll ensuring the accurate, efficient and timely distribution of payroll checks to City employees as scheduled. Duties include but are not limited to computing deductions, pay adjustments, taxes, pensions, etc.; reviewing and preparing timecards and payroll forms for data entry; processing third-party administrator checks; reviewing preliminary payroll reports for accuracy; printing checks; maintaining payroll check register; preparing and filing W-2 forms, processing direct deposit, etc.

Collaborates with Information Technology Services and Finance personnel to ensure the recording and maintenance of accurate payroll data.

Compiles information for, and prepares and/or reviews for accuracy various reports as required, including but not limited to payroll, retirement, deferred compensation, employee benefits, etc. Ensures quality control of all such reports.

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Assists auditors with the annual audit by locating files and information, and answering any questions.

Oversees the maintenance and use of the City's timekeeping system.

Performs month-/quarter-/year-end closing activities.

Monitors employee leave usage to ensure compliance with City policy and applicable laws.

Prepares pay plan documentation as required for the annual budget preparation process.

Computes and processes annual pay/merit increases.

Processes Verification of Employment requests, Workers' Compensation and Short-Term Disability payroll forms.

Conducts payroll training as needed.

Distributes payroll related materials to employees and/or departments as needed.

Processes 941 quarterly tax return and all other payroll-related documents as required by state or federal regulations.

**Employee Benefits Administration:**

Assists in the administration of employee insurance and benefits programs.

Processes employee benefits reports and premium payments.

Monitors the City's Health Reimbursement Account (HRA) and Flexible Spending Account programs; processes administrative fees.

Prepares benefit claims for HRA program.

Assists with the coordination and implementation of Wellness program activities.

Coordinates all FMLA (Family & Medical Leave Act) and disability requests and activities.

Assists City employees with payroll and benefits questions.

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Issues ID cards to all employees.

Conducts internal and external surveys as directed.

Interprets City policies, procedures, and all applicable laws and regulations to employees; assists supervisors in monitoring and ensuring compliance.

Coordinates and/or participates in various City functions, programs and projects as assigned.

### **ADDITIONAL JOB FUNCTIONS**

Performs general office duties as required, including answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Assists with various City programs and projects and directed.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in Human Resources, Accounting or related field with three years of experience in payroll processing and five years of experience in human resources.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Payroll & Benefits Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and

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responsibilities of the position. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Has knowledge of the areas of accounting, data processing, etc. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and /or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and descriptive data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages. Ability to apply accounting methods and procedures. Has the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

**ADA COMPLIANCE**

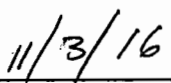
**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Director of Human Resources & Risk Management

  
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Date