



Seminole County Sheriff's Office

SR PAYROLL/BENEFITS ANALYST

Class Spec Code: 1080

Established Date: 10/15/2020

Last Revised Date: 04/10/2023

Effective: 04/18/2023

Salary Range

\$24.17 - \$36.26 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Highly skilled work responsible for the coordination and execution of various financial activities, analysis, and reporting focused on employee payroll and benefits.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are 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.

PAYROLL

- Serves as point of contact for employees and management including answering specific payroll requests.
- Reviews timesheet submittals for accuracy, identifies required corrections, and makes corrections, if necessary.

- Reviews requests from employees and enters changes to employee payroll deductions, including changes to, direct deposit information, deferred compensation, retirement classification, and elective insurance costs.
- Receives and reviews all Personnel Action Forms to adjust or correct base pay, as provided by Human Resources, focusing on promotions and transfers. Provides retro pay calculations, as necessary.
- Receives and implements authorizations to adjust supplemental pay, including but not limited to incentive, assignment and hazard pay.
- Reconciles insurance reports to employee payroll record for new hires, as well as voluntary separations or terminations.
- Prepares payroll information for the monthly filing of FRS retirement reports.
- Closely monitors, evaluates, and adds or deletes employee payroll record entries for new hires, as well as voluntary separations or terminations.
- Processes disciplinary rulings as they relate to pay, including suspensions.
- Creates and produces queries, reports, tables, and spreadsheets from the payroll program.
- Processes and assists in preparation of tax documents, including W2, W4, and 941.

BENEFITS

- Reviews employee entries in the BenefitSolver portal for accuracy and implements corrections, as necessary.
- Administers insurance deductions within employee records and makes changes every pay period, as necessary.
- Assists in monthly insurance reconciliation for vendor payments and for the self-

insurance fund.

- Assists with annual open enrollment, including employee education, BenefitSolver access, and final reports.
- Assists employees with complex insurance issues and connects them with a third-party administrator to answer questions and ensure the accuracy of their claims.
- Serves as point of contact for employees with benefit questions.

RECORDKEEPING

- Assembles fiscal information for use in payroll preparation.
- Reviews general ledger impact of payroll transactions and prepares journal entries as needed.
- Assists in preparation of monthly financial statements for the self-insurance fund.
- Reviews insurance documentation for completeness and conformity with directives.
- Analyzes payroll and benefit data and makes recommendations for budget purposes.
- Monitors deductions and makes entries in system for payroll requests.
- Recommends procedures and assists in developing forms used in the payroll process.
- Utilizes spreadsheets and other computerized systems for payroll analysis and insurance analysis purposes.
- Electronically saves all payroll and benefit records into the document storage program.

OTHER

- Provides general administrative support to Fiscal Services Division management.

- Develops, communicates, and manages requirements for payroll system and benefits system enhancements.
- Assists with any Financial system upgrades, integrations or conversions.

Minimum Qualifications

- Bachelor's Degree in Accounting or closely related field
- Five (5) years' experience as an accountant or in a related position with experience in Payroll administration and processing
- Consideration may be given to equivalent combination of related training, education and experience
- Previous experience with benefits administration is favorable
- 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 modern and complex principles and practices of payroll administration, accounting principles, benefits administration, common workplace insurance practices, ethical standards and priorities of governmental accounting. Knowledge of pertinent Federal, State and Local laws, and ordinances and applicable payroll and insurance regulations. Must possess excellent Microsoft Office skills with intermediate-level

Excel skills, competent computer efficiency and strong analytical and problem-solving skills. Excellent communication skills (verbal, written and listening) are required to clearly convey information with other departments/divisions, agency offices, and the general public in an effective manner. Ability to lead others at these tasks.

Ability to adhere to prescribed routines and practices; to work independently to achieve accurate and timely end product results; to maintain, organize and assemble data to prepare accurate reports, summaries, and tabulations from that data. Ability to communicate with other departments/divisions, agency offices, and the general public in an effective manner; ability to multi-task; and ability to maintain confidential records and reports.

Ability to train, assign, monitor and review the work of others.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Some remote working from home may be available.

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 - Some public contact; decision-making and concentration;

Special Requirements - Ability to behave respectably and with utmost integrity even when off duty. Some assignments may require working weekends, nights, and/or occasional overtime.