



W. Greg Godwin
Clerk of the Circuit Court & County Comptroller
207 NE 1st Street, Room 106
Jasper, Florida 32052

PROFESSIONAL HELP WANTED
Payroll Clerk

Hamilton County Clerk of Court is accepting applications for the position of Payroll Clerk. This is a permanent, full-time position under general supervision. Responsibilities include but are not limited to: Preparing and distributing payroll for the Hamilton County Clerk of Court as well as the Hamilton County Board of County Commission departments. Applicant must be self-motivated, possess a positive attitude and be detail oriented.

A degree in business or accounting is preferred, experience in payroll/human resources will be considered in lieu of education. This is not an entry-level position but requires proficiency in matters of payroll, employee benefits and human resource matters.

A complete job description may be obtained from the Office of the Clerk of Court, Hamilton County, 207 NE First Street, Room 106, Jasper, Florida 32052, or on our website at hamiltonclerk.com.

Applications must be submitted to the Office of the Clerk of Court, Hamilton County, 207 NE First Street, Room 106, Jasper, Florida no later than 4:00 p.m. on Friday, November 19, 2021.

Hamilton County is an Equal Opportunity Employer.

Veteran's preference will apply.

Hamilton County Clerk of Court

Payroll Clerk Job Description

General Description

Under general supervision perform responsible administrative and technical functions specializing in payroll, benefits, and retirement.

Examples of Duties (Essential Functions)

May perform any combination of the following duties:

Prepare and distribute payroll for the Board of County Commission (BCC) departments and the Clerk of Circuit Court employees; including calculation for regular and overtime wages, call out pay, and final leave pay out.



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Review and audit payroll edits, analyze payroll for accuracy and balance to the General Ledger Interface.

Analyze documents received to determine action needed. Enter data for tax withholding, garnishments, deferred compensation, direct deposit, insurance, and other employee deductions, workers' compensation, retirement, and additional payroll actions into payroll system.

Complete request for retirement statements; workers' compensation forms, and wage and salary verifications. Prepare journal entries for general ledger. Track workers' compensation for pension purposes.

Reconcile Domestic Support, wage garnishments, deferred compensation plans, IRS levies, and other employee deductions.

Examine insurance deduction forms (health, dental, long-term, short-term, accident, voluntary life, AFLAC) for accuracy and enter into automated system.

Reconcile monthly insurance premiums and employee deduction accounts. Reconcile personal checks received from BCC retirees and retirees from other Constitutional Offices for insurance.

Calculate premiums by age, salary, and level of coverage for employee long-term, short-term and life insurance plans. Maintain and report annually the Health Insurance Subsidy to the Florida Retirement System (FRS) for retirees for the BCC and other Constitutional Offices.

Prepare, balance, and submit accounts payable vouchers, wire transfers, online payments, and journal entries.

Prepare and distribute W2s for employees and when requested provide reprints and copies.

Develop, manage, and maintain comprehensive payroll files, reports, and other required records.

Typical Qualifications and Minimum Qualifications

A degree in business or accounting is preferred, experience in payroll/human resources will be considered in lieu of education. This is not an entry-level position and requires proficiency in matters of payroll, employee benefits and human resource matters. Position has no supervisory responsibility but may train teammates. Valid driver's license required.

Supplemental Information and Knowledge, Skills and Abilities

Must have knowledge of basic payroll accounting, bookkeeping practices and theories. Knowledge of basic office procedures and automated payroll processing. Must have or ability to acquire knowledge of the Fair Labor Standards Act and Internal Revenue rules and regulations relevant to payroll and benefits.



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Ability to acquire knowledge of the BCC and Clerk of Circuit Court personnel, payroll, and benefits guidelines. Must have the ability to perform a volume of numerical detail work online by means of keyboarding; ability to accurately maintain records and prepare reports within time restraints.

Requires the ability to maintain effective working relationships with County departments, government agencies, employees, data center, federal/state agencies and various companies.

Ability to analyze data with accuracy to insure proper payment of wages; accuracy is required for auditing time sheets and balancing payroll and benefit reports. Federal withholding, FICA, and pension must be paid accurately and in a timely manner to avoid penalties.

Ability to work with confidential and/or sensitive data and files while complying with state and federal legal restrictions and legal restrictions for the Office of Clerk and Board of County Commission departments. Records are not confidential in nature, but discretion must be used when information is released.

Ability to concentrate on repetitious or complex tasks. Ability to work within time constraints and workload surges. Ability to work in a fast-paced environment with frequent interruptions while maintaining accuracy.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.