

# OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

## JOB NOTICE

**Date:** July 6, 2020  
**Position:** Payroll Specialist  
**Reports To:** Fiscal Manager  
**Salary:** \$30,262.00 annually  
**Deadline to Apply:** August 6, 2020

Specific duties may include, but are not limited to:

- Prepare payroll and create payroll checks in accordance with the Clay County Sheriff's Office General Orders
- Create all reports generated when payroll is processed
- Prepare necessary payments relating to payroll (taxes, garnishments, deductions, etc.)
- Complete forms for: employment verifications, wage certification, FC-1(FRS), disability, etc.
- Process payouts for terminations/retirements
- Maintain W-4s and W-2s
- Prepare quarterly social security reports and Internal Revenue Service 941 reports\
- Monthly reconciliation
- Other duties as may be required from time to time.

Minimum qualifications: High school graduate or equivalent. Minimum of 2-3 years payroll experience. Excellent computer skills including Microsoft Excel, Word and Access. Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) is preferred, but not required. Type 30 cwpm. Ability to handle sensitive information on a confidential and professional manner. Working knowledge of accounting and bookkeeping practices. Excellent data input skills with a superior level of accuracy.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more!

If you are interested in this position, please submit your completed application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

This posting has been reviewed by Human Resources and found to be job related and non-discriminatory.

Our Community, Our County, Our Responsibility...  
*We're All In This Together*  
*Equal Opportunity Employer & Drug Free Workplace*