



ACCOUNTING/PAYROLL SPECIALIST

Finance Department

MAJOR FUNCTIONS: This position is responsible payroll and accounting functions for the Finance Department. Work is performed under the direction of the Finance Director.

ESSENTIAL DUTIES: Responsible for the accurate processing of employee compensation, including calculating net salaries, overtime and applying relevant deductions and tax withholdings. Manages and balances financial records by preparing and posting monthly payroll-related journal entries, reconciling payroll accounts to the general ledger, and handling benefit allocations. Ensures compliance with federal, state, and local payroll regulations, accurately withholding, reporting, and paying taxes, as well as preparing information for W-2 forms and internal/external audits. Processes payroll promptly and maintains confidentiality of employee payroll records. Serves as the primary point of contact for employee inquiries about pay, tax documents, and benefit deductions, providing information and resolving discrepancies. Utilizes the City's financial software to process payroll, verify time-sheet data, update ledgers, test and implement system upgrades. Record all receipts and disbursements accurately and timely (i.e., accounts receivables and accounts payable). Prepare financial spreadsheets and reconcile general ledger accounts monthly.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: General knowledge of finance and accounting as it relates to governmental operations. Computer skills and ability to work with various computer software packages is required. Ability to communicate clearly and concisely (i.e., verbally and written). Ability to establish and maintain effective working relationships with City employees, other federal, state and local governmental representatives, vendors, contractors and the public is essential. Payroll experience, including processing payroll, preparing 941 forms, and issuing W-2 year end statements, is preferred. Proficiency in Microsoft Excel and familiarity with payroll and HR systems such as ADP, Workday, Netsuite, or similar software are required. Exceptional numerical accuracy, strict attention to detail, and the ability to maintain confidentiality with sensitive employee data are essential for success in this role. Exercises initiative, independent judgment and discretion. Performs related non-essential duties as required.

Graduation from an accredited college or university with an Associate's Degree or Bachelor's degree in Accounting, Finance, or a related field. Payroll certifications such as FPC or CPP are highly desirable.

Prefer successful candidate to have 2 to 5 years of hands-on experience in accounting, payroll accounting or payroll administration. Must have a valid Florida Drivers License.

JOB LOCATION: Finance Department, 6 Bobby Green Plaza, Auburndale

WORK SCHEDULE: Monday – Friday, 8:00 am – 5:00 pm

HIRING RATE: \$51,216 Annually

CLOSING DATE: Monday, August 17, 2026

Persons interested in this position should complete a City of Auburndale application and submit it to the Finance Department at 6 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.