



## CITY OF BROOKSVILLE JOB DESCRIPTION

**POSITION TITLE: AP and Payroll Administrator**  
**DEPARTMENT: Finance**  
**DIVISION:**  
**SUPERVISED BY: Finance Director**

### **JOB SUMMARY/OVERVIEW OF THE POSITION:**

The AP/Payroll Administrator performs advanced clerical and accounting duties involving the preparation and processing of accounts payable and payroll. Reporting to the Finance Director, this position ensures that vendors and suppliers are paid accurately and timely, and that staff compensation is processed in compliance with established procedures. Responsibilities include monitoring expenditures, maintaining financial records, reconciling accounts, and ensuring payroll accuracy. This position requires a high degree of accuracy, confidentiality, and efficiency to maintain up-to-date municipal finances. It is primarily scheduled Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours as needed. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Process day-to-day accounts payable transactions to maintain accurate and timely municipal financial records.
- Receive and verify invoices, requisitions, and related documentation in a timely manner.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Ensure all transactions comply with established financial policies and procedures.
- Pay vendors by monitoring discount opportunities, verifying federal ID numbers, reconciling monthly statements, and resolving discrepancies.
- Prepare and/or verify invoices for payment; schedule and prepare checks; issue stop-payments or purchase order amendments as necessary.
- Maintain vendor files, including W-9s; generate and administer 1099s.
- Process payroll functions to ensure accurate and timely compensation for employees.
- Verify paperwork for new hires, enter employee information into the payroll system, and process forms such as W-2s, W-4s, and benefit enrollments.
- Review timesheets, wage computations, and deductions to detect and correct discrepancies.
- Issue adjustments for errors or retroactive increases.
- Prepare and remit payroll taxes and source deductions.
- Maintain and update payroll and employee records.
- Maintain confidentiality and security of all payroll, financial, and employee files.
- Maintain compliance with records retention and unclaimed property reporting standards.
- Provide administrative support to ensure effective and efficient office operations.
- Participate in continuing education opportunities to stay current with laws and practices.
- Perform other related duties as assigned by the Finance Director or City leadership.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient knowledge of payroll and accounts payable policies, procedures, and accounting principles.

- Experience with general ledgers and financial recordkeeping.
- Ability to maintain a high level of accuracy and confidentiality in financial transactions.
- Strong proficiency in Microsoft Word and Excel; ability to learn and utilize accounting/payroll software.
- Ability to process high volumes of transactions quickly and accurately.
- Strong organizational, prioritization, and time-management skills.
- Excellent written and verbal communication skills.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to establish and maintain effective relationships with vendors and staff.
- Ability to identify errors and take corrective action.
- Demonstrated integrity, respect, flexibility, and sound work ethic.
- Knowledge of federal and state payroll laws.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (25) lbs.

**EDUCATION, TRAINING, AND EXPERIENCE:**

- High school diploma or GED. Associate’s degree in accounting/bookkeeping preferred.
- Three (3) years full-time experience in payroll, accounts payable, and data processing.
- Proficiency in computerized payroll/accounting systems, typing, 10-key entry, and general computer literacy.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**