

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, RETIREMENT AND PAYROLL SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE – G**

**COST CENTER: FINANCIAL SERVICES (9038)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree in accounting, finance or business.
- (2) Successful experience in bookkeeping, accounting or a related field.
- (3) A combination of education and experience equivalent to the above requirements may be substituted with the approval of the School Board.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of payroll / personnel computerized systems. Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

**REPORTS TO:**

Executive Director, Financial Services

#### JOB GOAL

To coordinate the daily operations of the payroll office to ensure the accurate and timely preparation of payroll checks and records.

**SUPERVISES:**

Payroll Specialists  
Degreed Accountants  
Payroll Accountants

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Coordinate information between Human Resource Services, Risk Management and Management Information Services to ensure that salaries and deductions are in compliance with federal and state regulations and School Board policies.
- \* (2) Prepare, in a timely manner, information necessary for the payment of payroll-related benefits and employee / ER deductions for Accounting.
- \* (3) Ascertain amounts needed to cover each payroll and request that Accounting make necessary transfers to payroll account.
- \* (4) Prepare and distribute all payroll schedules, showing cut-off dates, due dates, payroll run dates and pay dates.
- \* (5) Prepare or oversee the preparation of all payroll summary reports by pay date and maintain official payroll records.
- \* (6) Prepare semi-monthly, monthly, quarterly and annual reports for IRS, Division of Labor, Social Security and the Florida Retirement System, including but not limited to, payroll tax deposits, Form 941, FRS monthly report, Employee Quarterly Earnings Report and annual W-2 reporting.
- \* (7) Maintain employee wage and retirement records.
- \* (8) Maintain and update employee leave records, including any employee leave pay-outs or transfers.

**SUPERVISOR, RETIREMENT AND PAYROLL SERVICES (Continued)**

- \* (9) Maintain individual employee folders for payroll deduction and direct deposit authorization.
- \* (10) Oversee and ensure the timely distribution of payroll checks, time reports and time cards.
- \* (11) Calculate or oversee the calculation of employee salaries, to include the setup of IRS tax tables for FIT, FICA, Medicare, EIC and FRS retirement contribution rates.
- \* (12) Work closely with Human Resource Services and MIS for an efficient and smooth operation of the payment of all salaries to all employees.
- \* (13) Provide service and assistance to all employees concerning their pay, to include wages, deductions and benefits.
- \* (14) Assist the Auditor General and Division of Retirement with employee payroll and benefits related inquiries.
- \* (15) Maintain confidentiality regarding all matters related to assignments.
- \* (16) Provide inservice training to payroll staff responsible for preparing and submitting time reports.
- \* (17) Participate in workshops and training sessions as required.
- \* (18) Provide for positive communication among staff.
- \* (19) Model and maintain high ethical standards.
- \* (20) Ensure that School Board policies and government regulations are consistently applied to payroll procedures.
- \* (21) Keep supervisor informed of potential problems and unusual events.
- \* (22) Serve as the liaison with Internal Revenue Service (IRS) and other agencies when appropriate or assigned regarding confidential matters and court orders.
- \* (23) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding the impact on the District.
- \* (24) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment action.
- \* (25) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (26) Demonstrate support for the goals and priorities of the District.
- \* (27) Use appropriate interpersonal styles and methods to guide individuals to successful completion of tasks.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities