

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PAYROLL MANAGER

**SALARY SCHEDULE: ADMINISTRATIVE - G**

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

**QUALIFICATIONS:**

- (1) High School or equivalent
- (2) AA or 60 hours required, Bachelors preferred, from an accredited educational institution in Accounting or Business-related field or
- (3) Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC)
- (4) Minimum of 3 years payroll experience with a payroll of at least 500 employees

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the Fair Labor Standards Act. Knowledge of wage tax regulations, garnishments and levies. Knowledgeable of Florida State Retirement regulations that affect employee pay. Knowledgeable of federal laws concerning eligible wages to a social security alternative plan. Possess strong PC skills with Lotus / Excel and word processing. Possess good organizational skills. Ability to work with the public. Ability to maintain confidentiality. Possess supervisory skills. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and prioritize activities.

**REPORTS TO:**

Supervisor, Retirement and Payroll Services

#### JOB GOAL

To assist in the preparation of semi-monthly payroll to include calculating, balancing, reporting and updating and maintenance of employee leave records.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Review payroll calendars and salary schedules.
- \* (2) Set up criteria for semi-monthly payroll runs.
- \* (3) Work closely with Human Resources, Information Services, Budget, Accounting and Risk Management to ensure compliance with federal, state and School Board / Union laws and regulations.
- \* (4) Calculate salaries and monitor employment placement on salary schedules.
- \* (5) Coordinate proofing and balancing of special payrolls, including inservice and longevity.
- \* (6) Follow Workers' Compensation guidelines for salary payments as provided in School Board / Union contract
- \* (7) Maintain computer year-to-date totals after each payroll to be used in quarterly Form 941 and annual Form W-2 balancing.
- \* (8) Input, control and balance payroll information for cost centers.
- \* (9) Assist in instruction for new payroll preparers and payroll updates.
- \* (10) Provide for the posting of employee leave, including use and accruals.

## **PAYROLL MANAGER (continued)**

- \*(11) Assist in the balancing of voluntary deductions and request accounts payable checks for voluntary deduction payments, including credit union, SCTA, tax levy, child support, insurance and other items.
- \*(12) Input and balance all stop-payments, voids and canceled checks for payroll and retirement.
- \*(13) Maintain information on employee sick bank, including membership and balances.
- \*(14) Assist in fiscal year-end closing and rollover to new fiscal year, including step increases, cost-of-living adjustments and additional duty day eligibility.
- \*(15) Assist Florida Retirement System with inquiries.
- \*(16) Interpret the Florida State Retirement regulations that affect employee pay.
- \*(17) Maintain the Payroll Services web page.
- \*(18) Assist in the preparation of quarterly reports (Form 941 - Unemployment) and annual reports (Form W-2).
- \*(19) Supervise the Payroll Services offices in the absence of the [Manager] Supervisor, Payroll Services.
- \*(20) Respond to inquiries or concerns in a timely manner.
- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(24) Represent the District in a positive and professional manner.
- \*(25) Provide for a safe and secure workplace.
- \*(26) Model and maintain high ethical standards.
- \*(27) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(28) Follow all School Board policies, rules and regulations.
- \*(29) Exhibit interpersonal skills to work as an effective team member.
- \*(30) Demonstrate support for the School District and its goals and priorities.
- \*(31) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(32) 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