

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ACCOUNTANT, DEGREED (PAYROLL)

SALARY SCHEDULE: SSP13

COST CENTER: FINANCE DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting/Business Administration.
- (2) Complete evaluation proficiency testing to include Lotus or Excel (minimum score of 80%) data entry and Primary Skills Testing.
- (3) Knowledge of Florida Statutes to include retirement regulations, Federal Labor Standards Act and federal law applicable to and including tax shelters and wage calculation.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to organize a workload in order to meet specific deadlines. Ability to plan, organize and prioritize activities. Working knowledge of Windows software, including Excel, Lotus and AS400. Ability to communicate effectively, both orally and in writing. Ability to work cooperatively with others. Knowledge and ability to keep payroll records in an accurate manner. Knowledge of acceptable accounting standards.

REPORTS TO:

Supervisor of Retirement and Payroll Services

JOB GOAL

To provide payroll services relative to the T.E.R.M.S. Human Resources/Payroll System in an efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain employee wage and retirement records.
- * (2) Maintain and update employee leave records, including any employee leave payouts or transfers.
- * (3) Assist external auditors examining District records.
- * (4) Ensure the timely distribution of payroll checks, time reports and time cards.
- * (5) Work closely with Human Resource Services and MIS for an efficient and smooth operation of the payment of all salaries to all employees.
- * (6) Audit payroll records to ensure accuracy.
- * (7) Maintain employee records for child support, garnishments and tax levies to include employee and agency contacts.

ACCOUNTANT, DEGREED (PAYROLL) (Continued)

- * (8) Responsible for the balancing of employee and employer deductions from regular and special payroll runs.
- * (9) Conduct training sessions for new cost center payroll preparers.
- * (10) Manage and maintains employee Sick Bank accounts.
- * (11) Manage and maintains records for special employee deductions to include certification fees and United Way.
- * (12) Responsible for processing special and reissued checks to include voids for stop payments, overpayments/underpayments, returned direct deposits, etc.
- * (13) Set up payroll runs to include pay types, pay dates, leave dates and special runs for summer, retro, performance and other pays.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.
- * (15) Provide for a safe and secure workplace.
- * (16) Model and maintain high ethical standards.
- * (17) Follow attendance, punctuality and proper dress rules.
- * (18) Maintain confidentiality regarding department matters.
- * (19) Maintain positive relationships with staff.
- * (20) Participate in workshops and training sessions as required.
- * (21) Communicate effectively with staff and public.
- * (22) Keep supervisor informed of potential problems or unusual events.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Prepare all required reports and maintain all appropriate records.
- * (25) Follow all School Board policies, rules and regulations.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Demonstrate support for the School District and its goals and priorities.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

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