

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PAYROLL SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) Associates Degree or equivalent in appropriate discipline preferred.
- (2) Minimum of five (5) years experience in payroll, with knowledge of human resources and group benefits.
- (3) Certified Payroll Preparer (CPP) certification preferred, attainment required within twenty four (24) months of appointment.
- (4) Knowledge of Florida Statutes to include retirement regulations, and federal law applicable to and including tax shelters and wage and hour calculations.
- (5) Demonstrable computer proficiency

KNOWLEDGE, SKILLS AND ABILITIES:

Specialized knowledge and profound understanding of payroll and employee benefit programs. Ability to perform highly responsible duties necessary to support the District. Knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and School Board rules, regulations and policies. Strong organizational skills with ability to prioritize and meet deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to utilize the computer for word processing, spreadsheet and database programs and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Knowledge and skills in the application of generally acceptable accounting principles. Ability to generate regulatory and financial reports timely and accurately.

REPORTS TO:

Payroll Supervisor

SUPERVISES:

N/A

JOB GOAL

To provide payroll/retirement services in compliance with Federal, State and School Board rules as it relates to the District compensation package in an efficient and timely manner.

PERFORMANCE RESPONSIBILITIES:

- * (1) Calculate, pay and maintain listing of annual sick leave payments with BENCOR deduction for employees participating in the FRS DROP plan as applicable to federal tax law and plan limitations.
- * (2) Responsible for the compiling and filing of retirement reports to the Florida Retirement System within the mandated deadlines. Must be knowledgeable of Florida Retirement System Rules and Regulations.
- * (3) Coordinate retirement processing with the Florida Retirement System, including the verification of out-of-state service, military duty, leave of absences, retirement plan changes, disability, death benefits, beneficiary changes and worker's compensation.

PAYROLL SPECIALIST (continued)

- * (4) Responsible for reviewing payroll before and after payroll runs for retirement wage reporting accuracy.
- * (5) Must be knowledgeable of Federal wage reporting (Forms 941 and W-2) documents and 401(a) and 401(k) plans to verify accuracy in employee wage and retirement reporting calculations.
- * (6) Responsible for maintaining retirement rate updates and employee plan changes in the Human Resources/Payroll software program
- * (7) Ensure all eligible employees are enrolled in either a Defined Contribution or Defined Benefit program of the Florida Retirement System.
- * (8) Maintain the Internal Revenue Code 401(a) documentation for the Social Security Alternative Plan, BENCOR/Valic Special Pay Plan, Senior Management Service/Elected Officers Class local option annuities and coordinate the updates with the applicable vendors and the Internal Revenue Service.
- * (9) Knowledge of the Deferred Retirement Option Plan (DROP).
- * (10) Coordinate the transfer of retirement benefits between the School Board of Sarasota County and prior/future employers.
- * (11) Collect, compile and process necessary employee payroll information as assigned.
- * (12) Process information and maintain online records of payroll deduction items and balance the semi- monthly payroll.
- * (13) Maintain accurate records of employee status assignments, rates of pay and payroll benefits and other deductions.
- * (14) Ensure accuracy of employee leave records.
- * (15) Verify employment and other income reports.
- * (16) Prepare final salary certification on retirees and process other employee leave benefit requests.
- * (17) Assist in compiling relevant payroll data for budget preparation and other District functions.
- * (18) Perform data entry of required information for processing all payrolls, including deductions and payments for such benefits as Social Security and State Retirement programs
- * (19) Maintain employee records for child support, garnishments and tax levies to include employee and agency contacts.
- * (20) Disseminate payroll warrants to payroll vendors.
- * (21) Assist in training school and District personnel in payroll procedures.
- * (22) Update and review computer on-line information regarding employees' individual payroll information, to include hourly, salaried and contracted payments.
- * (23) Audit payroll records to ensure accuracy.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Model and maintain high ethical standards.
- * (26) Follow attendance, punctuality and proper dress rules.
- * (27) Maintain confidentiality regarding district and employee matters.
- * (28) Maintain quality customer service levels with all employees.
- * (29) Participate in workshops and training sessions as required.
- * (30) Keep supervisor informed of potential problems or unusual events.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Prepare all required reports and maintain all appropriate records.
- * (33) Follow all School Board policies, rules and regulations.
- * (34) Exhibit interpersonal skills to work as an effective team member.
- * (35) Demonstrate support for the School District and its goals and priorities.
- * (36) Sustained focus and attention to detail for extended periods of time.
- (37) Perform other duties as assigned.

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. 5

[*Essential Performance Responsibilities]