

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PAYROLL PROCESSOR / TIME KEEPING SYSTEM FACILITATOR

**SALARY SCHEDULE: SSP-10**

**COST CENTER: FACILITES SERVICES 9029**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Payroll and/or personnel experience preferred.
- (3) Two (2) years' experience with knowledge of general office operation preferred.
- (4) Microsoft Office experience preferred.
- (5) Knowledge of and experience with Florida public records laws preferred.
- (6) Demonstrated customer service experience preferred.
- (7) Experience in supporting multiple administrators preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer programs including but not limited to Microsoft Office. Knowledge of federal, state and District rules, regulations and policies. Good time management, organization and people skills. Good oral and written communication skills. Considerable knowledge of office practices and procedures and operation of office equipment. Ability to maintain confidentiality. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations.

**REPORTS TO:**

Assistant Director

#### JOB GOAL

To perform the duties and responsibilities to ensure the efficient and effective operation of the department's payroll and time keeping system.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Payroll: Collect, compile and process twice-monthly time sheets, over time and certificate of absences in a timely manner for all department staff.
- \* (2) Assist the Department in complying with applicable laws, School Board Policies and Union Contract regarding payroll compliance.
- \* (3) Customer Service: Assist the department by answering phones, responding to emails and faxes and managing overall inquiries made by school district personnel.
- \* (4) Assist in compiling relevant payroll data for budget preparations and other District functions.
- \* (5) Assist in training department's personnel in payroll procedures.
- \* (4) Ensure accuracy of employee leave records.
- \* (5) Keep supervisor informed of all potential problems, unusual events and public concerns.
- \* (6) Assist with providing public records requests for employee files as needed.
- \* (7) Review computer on-line information regarding employees' individual payroll information, to include hourly, salaried and contracted payments.
- \* (8) Assist with accuracy of information and processing of additional payments; in-service, supplements, retro pays.

**School Board Approved – April 5, 2022 – Revised October 12, 2023**

## **Payroll Processor / Time Keeping Facilitator (Continued)**

- \*(9) Work with Risk Management regarding workers compensation pay to eligible employees.
  
- \*(10) Assist in custodial bid meeting process twice a year.
- \*(11) Work with Human Resources regarding status changes on retirees, resignations, terminations and staff on unpaid leaves.
- \*(12) Check and verify accuracy of timecards with on-line data entry for payment of overtime following Fair Labor Standards Act, Union contract language.
- \*(13) Maintain positive effective working relationships with District / Department personnel and coworkers.
- \*(14) Participate in training and workshops to update and increase skills.
- \*(15) Use positive and effective interpersonal communication skills.
- \*(16) Report to work regularly and on time.
- \*(17) Complete assignments with minimum supervision.
- \*(18) Adhere to all School Board policies, regulations, guidelines and protocols.
- \*(19) Demonstrate support for the school district and its goals, mission and priorities.
- \*(20) Maintain a professional manner and appearance at all times.
- \*(21) Maintain confidentiality at all times.
- (22) Sustained focus and attention to detail for extended periods of time.
- \*(23) Assist with other duties as assigned.
- \*(24) 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 be on call 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