

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, DS Personnel, Payroll and Accounting

QUALIFICATIONS

- Associate's Degree in a related field or equivalency in training and/or experience.
- Five (5) years of successful experience involving personnel, accounting, and/or data processing.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in problem solving, human interaction, and conflict management.
- Good mathematics skills.
- Effective skills in oral and written communications.
- Ability to effectively communicate accounting information to personnel at all levels within the school system as well as the business community.
- Ability to interpret policy and law.
- Ability to maintain confidentiality.

SUPERVISION

REPORTS TO Coordinator of Dining Services Special Programs
SUPERVISES No supervisory duties

POSITION GOAL

To maintain the department's computerized personnel, accounting, and payroll records to affect timely payment to vendors and for accurate and timely maintenance of personnel and payroll records and prepare periodic financial statements.

PERFORMANCE RESPONSIBILITIES

1. * Maintain all Dining Services personnel records and process transfers, terminations, and leaves.
2. * Prepare payroll for all Dining Services personnel (overtime and substitutes).
3. * Process employee reappointments.
4. * Maintain personnel and payroll data to ensure an efficient usage of both personnel and budget.
5. * Monitor budget needs and prepare financial reports.
6. * Prepare and submit various Federal, State and Local fiscal reports to include the monthly federal reimbursement claims.
7. * Reconcile cash balances and cash deposits for the department.
8. * Track vending sales and monitor timeliness and accuracy of commission payments.
9. * Process the sale and meal count data tabulation and prepare the submittal for reimbursement claims.
10. * Prepare total payroll of Dining Services program at proper rate and schedule.
11. * Be available to participate as part of the district-wide emergency management team.
12. Perform other duties/tasks consistent with the goals and objectives of this position.

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EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-C \$31,925 - \$56,694
District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position 00000074
Personnel Category 14
EEO-5 Line 44
Function 7600
Job Code 1974
Survey Code 76010

FLSA

Applicable
 Not applicable

Previous Approval Dates

BOARD APPROVED

February 8, 2011
March 9, 2010
January 8, 2008
April 9, 2002
January 26, 1999

ADA Information Provided by Dining Services
Position Description Prepared by Chad Wilsky