

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST III, Payroll

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Typing speed of 35 net wpm and 10-key proficient.
- Three (3) years of experience with duties involving clerical, personnel, or record keeping functions.
- Knowledge of computer applications as related to specific job functions; computer data entry experience desirable.

REPORTS TO HR Administrator for Payroll Services Systems and Operations **SUPERVISES** No supervisory duties

POSITION GOAL

To assist with the development, implementation, and maintenance of a payroll system for employees of the School District.

PERFORMANCE RESPONSIBILITIES

1. * Maintain and periodically update comprehensive payroll files on each employee.
2. * Pre-audit substitute and OPS payroll and make necessary adjustments.
3. * Assist with enrolling new employees in payroll deductions, direct deposits, and processing.
4. * Periodically verify and update as necessary individualized data on payroll records.
5. * Process wage verifications for unemployment, FICA Alternative Plan distribution requests, and government agencies.
6. * Distribute annual W-2 statements for employees.
7. * Process direct deposit reversals and stop payment/reissue checks.
8. * Process information updates from personnel specialists and make appropriate salary adjustments for long-term substitutes.
9. * Assist cost centers with maintaining substitute and OPS biweekly payrolls.
10. * Prepare biweekly Payroll Deduction Invoice for Finance Department.
11. * Maintain itemized inventory for payroll records that are stored and sent for destructions.
12. * Assist Lead Payroll Specialist and Payroll Specialist I when needed.
13. Perform other duties as assigned by the HR Administrator for Payroll Services Systems and Operations.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **51**

Function **7500**
Survey Code **75093**
Job Code **1652**

ADA CODES

2 **Light Work**
3 **A-C/F-H/K/N-O/S-V**
4 **Indoors**

BOARD APPROVED

September 26, 2000