

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST I, Payroll

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Four (4) years of experience in payroll accounting, or other closely related work with accounting responsibilities. (An Associate's Degree with major concentration in accounting or business may be substituted for one (1) year of required experience.)
- Knowledge of computer applications as related to specific job functions; familiarity with computer systems and experience with remote data entry systems desirable.

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

POSITION GOAL

To periodically evaluate attendance data submitted by cost centers and employee data submitted by the personnel specialists in order to produce accurate payrolls for employees in assigned cost centers.

PERFORMANCE RESPONSIBILITIES

1. * Calculate salaries for employees in assigned cost centers, and maintain records necessary to provide proper audit trails.
2. * Compile information gathered from cost centers concerning absences and leaves reported.
3. * Process information updates from personnel specialists and make appropriate adjustments to salaries.
4. * Maintain current records for Worker's Compensation and Sick Leave Bank.
5. * Assist employees with matters concerning salaries and deductions.
6. * Process employee supplement appointments, terminations and changes as submitted by the cost centers.
7. * Analyze and set up garnishment deduction information.
8. * Audit supplement allocations by cost center.
9. * Audit extra payments and absence information entered by the cost center payroll contacts and make necessary adjustments.
10. * Analyze employee tax data.
11. * Assist with analyzing W-2 data.
12. * Calculate terminal pay and deductions for retired/ terminated employees.
13. * Certify final wages to the Division of Retirement for retired/DROP/terminated employees and assist with questions from the Division of Retirement.
14. 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	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	2 TBA	September 26, 2000
AS-C \$31,925 - \$56,694	Personnel Category 16	3 TBA	
M-12 D-258 H-1935	EEO-5 Line 51	4 TBA	
	Function 7500		
	Survey Code 75032		
	Job Code 1673		