

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Payroll Lead

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Minimum typing speed of 35 wpm.
- Four (4) years of experience in payroll accounting or other closely related work with accounting responsibilities. (An Associate's Degree with a 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 and familiarity with computer systems; experience with remote data entry systems desirable.

REPORTS TO Coordinator of Payroll

SUPERVISES No supervisory duties

POSITION GOAL

To periodically evaluate attendance data submitted by cost centers and to calculate and process necessary data to produce accurate payrolls on a scheduled basis for assigned cost centers.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate and supervise the daily activities of the payroll/benefits function to facilitate the timely delivery of payroll and employee benefit services in an efficient manner.
2. * Act as liaison between the employee benefits and payroll functions and Finance, Human Resources, and Information Services.
3. * Calculate and process the transfer of payroll funds.
4. * Calculate salaries and benefits for employees in assigned cost centers, and maintain records necessary to provide proper audit trails.
5. * Compile information gathered from cost centers concerning absences and leaves reported.
6. * Process information updates from personnel specialists and make appropriate adjustments to salaries and benefits.
7. * Help maintain payroll/benefits records and reports of authorized payroll/benefits deductions.
8. * Investigate and resolve conflict reports prepared by Information Services and make appropriate adjustments.
9. * Maintain current records for Worker's Compensation and Sick Leave Bank.
10. * Assist with confidential matters relating to Internal Revenue Service and retirement problems of employees.
11. * Assist employees with matters concerning salaries and deductions.
12. Perform other duties as assigned by the Coordinator of Payroll.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-D \$45,429 - \$80,675
M-12 D-258 H-1935

POSITION CODES

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

Function **7500**
Survey Code **75032**
Job Code **1997**

ADA CODES

2 **Sedentary**
3 **A - V**
4 **Indoors**

BOARD APPROVED

May 11, 1993