

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **PAYROLL SPECIALIST**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Associate of Arts Degree in Business/Finance from an accredited institution with course work in accounting.
- (3) Three (3) years experience in payroll processing for a school district.
- (4) A combination of training and experience considered equal to the above by the Superintendent.
- (5) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general accounting principles and cash control standards. Skill in applying basic mathematics to work responsibilities. Ability to establish and maintain effective working relationships with schools, departments, and vendors. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assigned duties. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others. Thorough knowledge of state and federal rules relating to payroll processing. Knowledge of local policies and labor contracts. Ability to assign duties to subordinates, develop and monitor schedules for completion of assignments. Ability to use software system for payroll processing and reporting. Ability to determine technical problems in area of assignment.

#### **REPORTS TO:**

Director of Financial Services

#### **JOB GOAL**

To provide accurate and systematic payroll and accounting services, report preparation and special studies in compliance with applicable laws and regulations.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \*(1) Direct the review of personnel records to determine names, rates of pay and occupations of employees on the official payroll.
- \*(2) Direct computation of pay according to School Board policy.
- \*(3) Direct compilation and preparation of other payroll data such as unemployment, retirement and federal 941 reports. Review and approve payroll deductions.
- \*(4) Ensure that School Board policies and government regulations are being consistently applied with regard to payroll procedures.

## Payroll Specialist - Continued

- \* (5) Review each payroll to ensure accuracy and processing payroll.
- \* (6) Balance and distribute all W-2's.
- \* (7) Coordinate the processing of payroll time sheets.
- \* (8) Coordinate work procedures, prepare work schedules, and expedite work flow.
- \* (9) Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- \* (10) Issue written and oral instructions.
- \* (11) Study and standardize procedures to improve efficiency of subordinates.
- \* (12) Provide leadership and training to payroll department employees as well as site-based timekeepers.
- \* (13) Maintain harmony among workers and resolve work-related issues.
- \* (14) Investigate errors and complaints.
- \* (15) Ensure that records relating to various types of employee leave are maintained accurately.
- \* (16) Participate in the selection of persons to fill various vacancies within the department.
- \* (17) Review all payroll withholding deduction reports prior to submittal.
- \* (18) Recommend the annual payroll calendar.
- \* (19) Perform special analyses/studies as requested.
- \* (20) Provide survey information and various reports throughout the year.
- \* (21) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (22) Prepare and input supplements as approved for payment.

### **Employee Qualities/Responsibilities**

- \* (23) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \* (24) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (25) Ensure adherence to good safety standards.
- \* (26) Maintain confidentiality regarding school/workplace matters.
- \* (27) Model and maintain high ethical standards.
- \* (28) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (30) Exercise service orientation when working with others.
- \* (31) Keep supervisor informed of potential problems or unusual events.
- \* (32) Use effective, positive interpersonal communication skills.
- \* (33) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \* (34) Exhibit interpersonal skills to work as an effective team member.
- \* (35) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (36) Demonstrate support for the school district and its goals and priorities.
- \* (37) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (38) Assist in the preparation of all required reports and maintain all appropriate records.
- \* (39) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**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.

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**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.

Board approved: May 8, 2012