



JOB TITLE	DEPARTMENT	REPORTS TO
Assistant Payroll Manager	Business Services	Coordinator of Payroll

<b>Position No:</b> 75034	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P12	<b>Date Approved:</b> 9/10/13
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 7/1/21

JOB GOAL
To assist the Coordinator of Payroll in the accurate and proficient processing of all payroll functions.

MINIMUM QUALIFICATIONS
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1. Bachelor's degree or significant relevant experience.
2. Experience in processing an entire payroll cycle, from processing/verification of source documents to the release of payments (via ACH and checks)
3. Understanding of necessary internal controls in processing payroll, including separation of duties and verification of paid amounts and reconciliation to various sources
4. Experience processing timesheets from multiple sites.
5. Knowledge of IRS regulations and reporting requirements
6. Experience with submittal of monthly and annual IRS reports, including employee W2 forms
7. Knowledge of the Florida Retirement Systems rules and regulations
8. Experience with FRS deductions and contributions
9. Experience with other common payroll deductions (garnishment, health insurance, etc.)
10. Experience with processing deductions commonly associated with employee payroll processing
11. Excellent interpersonal relationship skills required.
12. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. To accurately process payroll for all employees according to School Board Policy.
2. To maintain accurate leave balances and records for employees.
3. To assist in the compilation and preparation of other payroll data such as Unemployment Reports, Florida Retirement System Reports, Federal Tax Returns and W2 Review
4. To review payroll to ensure accuracy.
5. To figure terminal leave pay on terminating personnel.
6. To prepare and process all payroll deductions. Complete and file all employee forms for each deduction.
7. To calculate monthly, daily, and hourly rate-of-pay, when appropriate, for each position according to adopted salary schedules.
8. To validate and process changes in employee information.
9. To code appropriate function, object, school, program and percent for each employee.
10. To process and pay all stipends and additional hours.
11. To prepare and balance quarterly unemployment 941 form.
12. To prepare and verify periodic reports related to payroll.
13. To prepare survey information for various state and federal agencies.
14. To assist payroll staff, schools, departments and customers with questions and problems related to payroll.

15. To continuously study and standardize procedures to improve efficiency of payroll operations and to anticipate and solve problems.
16. To investigate and resolve errors and complaints.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.
19. To assume the duties of the Coordinator of Payroll when the Coordinator of Payroll is absent.
20. To perform any other duty as assigned by the supervisor.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.