



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Payroll	Business Services	Chief Financial Officer

<b>Position No:</b> 75008	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD11	<b>Date Approved:</b> 7/1/21
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To manage and oversee the Payroll Department in the accurate and proficient processing of all payroll functions.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree or significant relevant experience.</li> <li>2. Experience in processing payroll (3 years minimum)</li> <li>3. Ability to direct and manage the work of others.</li> <li>4. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To direct the accurate computation of pay for all employees according to School Board policy.</li> <li>2. To maintain accurate leave balances and records for employees.</li> <li>3. To direct compilation and preparation of other payroll data such as Unemployment, Reports, Florida Retirement System Reports, Federal Tax Returns and Forms W-Review and approve payroll deductions.</li> <li>4. To ensure that School Board policies, Florida Statues, and other government regulations are being consistently applied with in regard to payroll procedures.</li> <li>5. To review payroll, ensure accuracy.</li> <li>6. To coordinate work procedures, prepare work schedules, and expedite workflow.</li> <li>7. To issue written and oral instructions and communications to payroll staff, other school, departments and customers.</li> <li>8. To assign duties and examine work for exactness, neatness, and conformance to policies and procedures.</li> <li>9. To continuously study and standardize procedures to improve efficiency of payroll             <ol style="list-style-type: none"> <li>a. operations and to anticipate and solve problems.</li> <li>10. To maintain familiarity with applicable laws, rules and Internal Revenue Service</li> <li>b. regulations related to payroll.</li> </ol> </li> <li>10. To effectively manage and supervise payroll staff.</li> <li>11. To investigate and resolve errors and complaints.</li> <li>12. To perform assigned tasks in a timely and efficient manner.</li> <li>13. To perform assigned tasks with a high standard of quality.</li> <li>14. 15. To perform any other duty as assigned by the supervisor.</li> </ol>

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.