



JOB TITLE	DEPARTMENT	REPORTS TO
Payroll Manager	Business Services	Chief Financial Officer

Position No: 75013	Length of Work Year: 12 Months
Salary Schedule: V2U	Date Approved: 7/12/94
FSLA: Exempt	Date Revised: 1/25/05

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

MINIMUM QUALIFICATIONS

1. Bachelor's degree or significant relevant experience.
2. Experience in processing payroll (3 years minimum)
3. Ability to direct and manage the work of others.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To direct the accurate computation of pay for all employees according to School Board policy.
2. To maintain accurate leave balances and records for employees.
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.
4. To ensure that School Board policies, Florida Statues, and other government regulations are being consistently applied with in regard to payroll procedures.
5. To review payroll, ensure accuracy.
6. To coordinate work procedures, prepare work schedules, and expedite workflow.
7. To issue written and oral instructions and communications to payroll staff, other school, departments and customers.
8. To assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
9. To continuously study and standardize procedures to improve efficiency of payroll
 - a. operations and to anticipate and solve problems.
 10. To maintain familiarity with applicable laws, rules and Internal Revenue Service
 - b. regulations related to payroll.
10. To effectively manage and supervise payroll staff.
11. To investigate and resolve errors and complaints.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. 15. 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.