

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**MANAGER -- PAYROLL**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	750311	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	29
		<b>SALARY SCHEDULE:</b>	Professional/Technical

**QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution with a major in Accounting or Business Administration;
- (2) Minimum of five (5) years experience in administration of a payroll department; or
- (3) An equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of district accounting and payroll practices. Knowledge of Board policies, state statutes and federal laws and regulations as related to wage and salary issues. Ability to analyze and resolve payroll issues. Skill in the use of computer applications. Ability to prepare and maintain accurate and complex financial records and reports. Ability to communicate effectively both orally and in writing. Ability to plan, organize and supervise the work of others. Ability to establish and maintain effective working relationships with school and district staff, administrators, and outside agencies.

**REPORTS TO:**

Officer, Chief -- Financial

**JOB GOAL**

To provide effective leadership in the accurate and timely compensation of District employees in compliance with applicable laws, rules and regulations.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Coordinate the District’s payroll activities in compliance with Board policies and federal and state laws.
- \*(2) Assist in preparation of financial statements and reports for the State and Federal Government, and the Board.
- \*(3) Prepare quarterly earnings statements for employees who are on disability leave or receiving Worker’s Compensation.
- \*(4) Prepare journal entries and write transfers for all Internal Revenue Services (IRS) payroll tax liabilities.
- \*(5) Maintain and update a spreadsheet of all pay schedules.
- \*(6) Maintain the system control file maintenance payroll tables.
- \*(7) Prepare and maintain employee payroll files/accounts payable files.
- \*(8) Balance and print W-2 forms.
- \*(9) Provide information and assistance for auditors as required.

## MANAGER -- PAYROLL (Continued)

- \*(10) Keep abreast of such requirements as labor contracts, accounting standards, budget changes and federal and state reporting.
- \*(11) Serve as resource to schools and departments for payroll matters.
- \*(12) Adhere to applicable safety standards.
- \*(13) Attend all staff meetings and workshops.
- \*(14) Assist with maintaining a clean and orderly environment.
- \*(15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(18) Demonstrate support for the school district and its goals and priorities.
- \*(19) Follow attendance, punctuality and proper dress rules.
- \*(20) Maintain confidentiality regarding school/workplace matters.
- \*(21) Maintain expertise in assigned area.
- \*(22) Manage time efficiently.
- \*(23) Model and maintain high ethical standards.
- \*(24) Participate in cross-training activities as required.
- \*(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(26) Prepare all required reports and maintain updated and accurate records.
- \*(27) Represent the District in a positive and professional manner.
- \*(28) Respond to inquiries and concerns in a timely manner.
- (29) Performs other duties as assigned.

*\*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.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 05**

Adopted 10/19/10