

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- PAYROLL RECORDS

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 26 **SALARY SCHEDULE:** Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of two (2) years successful experience in accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting principles and procedures and ability to apply knowledge to payroll functions. Knowledge of office procedures and familiarity with the use of computers and standard office equipment. Knowledge of current state and federal regulations as they relate to payroll records. Ability to perform daily work involving written or numerical data and to make calculations rapidly and accurately. Skill in use of computer applications. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To post and maintain a variety of payroll records in an efficient and effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Compile payroll information from schools and/or departments.
- *(2) Recapitulate payrolls.
- *(3) Audit various aspects of the payroll system.
- *(4) Compute salary for all new employees and terminating employees in accordance with current salary schedules.
- *(5) Calculate lump sum sick leave and vacation leave for terminating employees and retirees.
- *(6) Serve as technical support for individual employee concerns, schools and departments.
- *(7) Process necessary end-of-year information for required federal reports.
- *(8) Provide employment verifications in accordance with established rules and procedures.
- *(9) Respond to subpoenas for payroll records.
- *(10) Serve on school/district committees as required or appropriate.
- *(11) Adhere to applicable safety standards.
- *(12) Attend all staff meetings and workshops.

SPECIALIST -- PAYROLL RECORDS (Continued)

- *(13) Assist with maintaining a clean and orderly environment.
- *(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(15) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(16) Demonstrate initiative in the performance of assigned responsibilities.
- *(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) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Maintain confidentiality regarding school/workplace matters.
- *(22) Maintain expertise in assigned area.
- *(23) Manage time efficiently.
- *(24) Model and maintain high ethical standards.
- *(25) Participate in cross-training activities as required.
- *(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Prepare all required reports and maintain updated and accurate records.
- *(28) Represent the District in a positive and professional manner.
- *(29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- *(31) May be required to work beyond the 40-hour week.

**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. 5

Adopted 8/2/11