

**Job Title:** Director – Payroll and Benefits Accounting



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 7

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to develop and maintain an accurate and cost-effective system for the control, disbursement, and accounting for School Board payrolls, leave, and employee benefits in order to provide useful management information for the School Board and staff consistent with federal and state guidelines, School Board rules, and accepted accounting principles.

## **ESSENTIAL JOB FUNCTIONS**

- Represents the District on Collective Bargaining Team as required.
- Represents the District at unemployment hearings and Worker's Compensation meetings.
- Interprets laws and rules related to payroll, leave, fair labor standards, unemployment, the Family Medical Leave Act, and retirement.
- Evaluates, designs, and implements improvements for payroll, leave, and all employee benefits systems.
- Monitors and assesses subordinates' activities and maintains data related to performance.
- Assists in the development of School Board rules as they relate to assignments.
- Coordinates the staff development needs of the Finance Department.
- Makes presentations to civic groups, staff, and School Board regarding payroll and benefits.
- Provides information to media upon request.
- Meets with judges and attorneys representing the District in various hearings.
- Attends meetings with Florida Department of Education for assigned areas of responsibility.
- Works closely with District and school staffs on school improvement initiatives.
- Keeps the Superintendent informed, through proper channels, of potential problems or unusual events.
- Attends regional and state meetings to stay abreast of current trends and best practices.

- Facilitates the development, implementation, and evaluation of staff development activities and meetings.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives for the department with the District goals.
- Maintains a network of peer contacts through professional organizations.
- Plans, reviews, and coordinates all payroll and leave activities.
- Prepares all payroll reports required by state and federal agencies in a timely manner.
- Monitors, continually, the accumulated sick leave pay plan adopted by the School Board.
- Interfaces daily or weekly with department personnel, school personnel, the school board and the Superintendent.
- Sets a high standard for self and others.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Provides leadership, oversight, and direction for all activities of planning, implementation, and evaluation of the department.
- Coordinates with department personnel regarding decisions which relate to technological needs of the department.
- Facilitates problem solving by individuals or groups.
- Demonstrates initiative in identifying potential problems and take appropriate action.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution in Business or Accounting.
- Minimum of seven (7) years of experience in governmental payroll or accounting.
- Certified Public Accountant (CPA), Certified Payroll Professional, Certified Managerial Accountant, and/or Professional in Human Resources preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display thorough knowledge of Governmental Accounting Standards, accounting principles, and auditing procedures.
- Requires the ability to display knowledge of state and federal laws, State Board of Education regulations, and School Board policies.
- Requires the ability to display basic knowledge of automated accounting systems, both mainframe and PC based.
- Requires the ability to display skill in presenting both oral and written reports to varied levels of people and groups.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to maintain accountability

- Requires the ability to determine
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned unit/division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, speaking, talking, and visual acuity

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**