



**Job Title:**                **Lead Payroll Specialist**

## **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:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**             Educational Support – 22

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

**JUNE 20, 2017**

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

## **JOB SUMMARY**

The purpose of this position is to perform highly complex administrative support work and lead accurate calculation and timely distribution of employee compensation according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates and executes the True Time timekeeping system; Applies thorough knowledge of School Board Policies, Fair Labor Standards, and Federal Income Tax laws.
- Leads, instructs, and reviews the work of entry level professionals; Assists with highly complex payroll functions.
- Performs routine and highly complex accounting support work in payroll services, e.g., posting/data entry, calculating data, verifying accuracy, audits, and/or reviews source documents.
- Performs verification and reconciliation tasks according department checks and balances; Investigates audit discrepancies.
- Prepares various payroll statements and journals, legal documentation and subsidiary ledgers, records, and files.
- Receives, responds accordingly, and/or directs to appropriate entity on inquiries, requests, and concerns regarding the payroll functions, e.g., timesheet preparation, school board policies, budgetary coding, various government tax forms, garnishments, mortgages, disabilities, and employee verifications.
- Maintains employee compensation records, various reports, files, and department records of confidential personnel data as it relates to payroll.
- Compiles, reviews, reconciles, and documents transactions for payroll adjustments, garnishments, deductions, reimbursements, tax records, and other applicable transactions.
- Compiles employee information totals for Department of Labor monthly.

- Coordinates and processes changes to direct deposit account records for all employees; Coordinates receipt/eject notifications.
- Assists with processing and indexing court orders, researching employee status, garnishments, calculating, and distributing third party checks.
- Sets up pay cards in the system and then configures for direct deposit; configures bank accounts for direct deposit.
- Updates organizational charts for the purpose of timesheets and updates in True Time for employees to be paid accurately.
- Initiates communication with all levels of personnel to correct payroll discrepancies and ensure accuracy of processing and records.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Associate Degree with major coursework in Accounting, Human Resources, or closely related field.
- Five (5) years of progressively responsible experience in payroll work. Certified Payroll Professional (CPP) preferred.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of accounting principles, methods, and practices.
- Requires the ability to display knowledge of data entry methods and practices.
- Requires the ability to display knowledge of modern office practices and procedures.
- Requires the ability to display knowledge of modern techniques used in recording and interpreting financial and statistical data.
- Requires the ability to display knowledge of rules and regulations applying to payroll accounting procedures and financial transactions.
- Requires the ability to display knowledge of principles and practices of auditing payroll documents, transactions, and records.
- Requires the ability to act in a lead capacity.
- Requires the ability to apply accounting principles in the maintenance of fiscal accounting records.
- Requires the ability to perform detailed work involving written or numerical data.
- Requires the ability to interpret written and numerical data from its current form through data entry into its final format as specified.
- Requires the ability to analyze data and preparing fiscal reports.
- Requires the ability to use a calculator and computer terminal in processing financial data.
- Requires the ability to perform mathematical calculations rapidly and accurately.
- Requires the ability to analyze and resolve various payroll discrepancies.
- Requires the ability to plan, organize, supervise, and evaluate the work of others.
- Requires the ability to deal successfully with the public and departmental personnel in person and over the telephone.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials, and a computer screen, and communicate in person and over the telephone. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

**Date of Revision:**