



Job Title: 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 – 20

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 complex administrative support work and perform 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

- Assembles and coordinates payroll data input for production utilizing payroll software; Applies thorough knowledge of School Board Policies, Fair Labor Standards, and Federal Income Tax laws.
- Performs routine and 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.
- 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.
- Initiates communication with all levels of personnel to correct payroll discrepancies and ensure accuracy of processing and records.

- Provides training to District personnel responsible for payroll and time off processing.
- Updates District Organization Chart for time off and time and attendance processing.
- Assigns District staff security to web based payroll worksheets and time off module.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree with major coursework in Accounting, Human Resources, or closely related field.
- Three (3) years of progressively responsible experience in payroll work.
- 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. 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 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 prepare 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 relatively safe, secure, and stable work environment.

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

Date of Revision: