

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR [SUPERVISOR], PAYROLL

SALARY SCHEDULE: ADMINISTRATIVE – C [E]

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution in Accounting or Business-related field, and one year successful payroll supervisory experience (extensive, relevant experience may offset a bachelor's degree).
- APA CPP certification required.
- A minimum of five years progressively responsible experience within a computerized payroll environment of at least 500 employees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Fair Labor Standards Act.
- Knowledge of wage tax regulations, garnishments and levies.
- Knowledgeable of Florida State Retirement regulations that affect employee pay.
- Knowledgeable of federal laws concerning eligible wages to a social security alternative plan.
- Possess strong PC skills with [Lotus /]Excel and word processing.
- Possess good organizational skills.
- Ability to work with the public.
- Ability to maintain confidentiality.
- Possess supervisory skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize and prioritize activities.

REPORTS TO:

Chief Financial Officer

JOB OBJECTIVES:

To process the School District payroll to ensure all employees are paid accurately, in a timely manner and in accordance with applicable laws and regulations. Supervisor and coordinate the activities of the Payroll department to provide professional, effective and efficient services to District cost centers and personnel.

SUPERVISES:

Payroll Accountants

PERFORMANCE RESPONSIBILITIES:

- Create District payroll calendars for Board approval.
- Establish parameters for semi-monthly and monthly payroll processing.
- Work closely with Human Resources, Information Services, Budget, Accounting and Risk Management to ensure compliance with federal, state and School Board laws and regulations and collective bargaining agreements.
- Monitor processing of initial job and payment set-up of new hire employees.
- Responsible for processing and coordinating the reconciliation of special payrolls, including in-service and school recognition.
- Follow Workers' Compensation guidelines for salary payments as provided in Florida Statute, School Board policies and collective bargaining agreements.

DIRECTOR [SUPERVISOR], PAYROLL (continued)

- Prepare reconciliation of year-to-date totals for gross to net wages inclusive of all deductions and benefits after each payroll.
- Provide instruction for new payroll preparers and also disseminate updates to payroll processes and procedures.
- Verify and respond to all garnishments, subpoenas and levy's in accordance with laws.
- Process the initial set-up of new payroll deductions for vendor payments.
- Update monthly and semi-monthly payroll period dates in the HR/Payroll system for processing payrolls
- Process the allocation of employee leave, including use and accrual amounts to maintain accurate balances.
- Process remittance of voluntary deductions and request accounts payable checks for voluntary deduction payments, including credit union, union dues, tax levies, child support payments, insurance and other items.
- Process and balance all stop-payments, voids/reissues and manual checks for payroll.
- Maintain information on employee sick bank, including membership and balances.
- Assist in fiscal year-end closing and rollover to new fiscal year, including job and payment records, leave balances, processing education supplements and longevity for administrative, instructional and classified employees.
- Maintain APA Certification in Payroll.
- Assist Florida Retirement System, Social Security and Transamerica (Bencor) with inquiries.
- Interpret the Florida State Retirement regulations that affect employee pay.
- Review Final retirement and DROP calculations before processing payouts.
- Review, input and balance payroll information for all Departmental cost centers payrolls.
- Create calendars for 240 day staff on differentiated calendars.
- Prepare quarterly reports (Form 941 – UTC6 Unemployment) and annual reports (Form W-2) coordinate with the Data department with submission of files.
- Assist in New Employee Orientation on payroll matters for both substitutes and appointed staff
- Respond to inquiries or concerns in a timely manner.
- Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment action.
- Keep supervisor informed of potential problems or unusual events.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Represent the District in a positive and professional manner.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Adhere to high standards of punctuality, regular attendance and appropriate dress.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

DIRECTOR [SUPERVISOR], PAYROLL (continued)

Job Description Supplement No. 11