



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: PAYROLL OFFICER**

**QUALIFICATIONS:**

1. Bachelor's Degree with four (4) years of successful experience in Financial Accounting with demonstrable ability to perform all payroll procedures; **OR** High School Diploma and a minimum of ten (10) years of successful experience in Financial Accounting with demonstrable ability to perform all payroll procedures.
2. Five (5) years of experience in a supervisory position.
3. Knowledge of Payroll software applications, equipment and terminology.
4. Knowledge of word processing and spreadsheet applications.
5. Knowledge of principles, methods, practices and procedures of payroll management and accounting.

**PHYSICAL REQUIREMENTS:**

Medium Work: Ability to sit and/or stand for long periods of time, climb, reach, bend, stoop, and kneel.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organization Structure.

**SUPERVISES:** As assigned by Bay District Organization Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees the daily operations and administrative processes of the Payroll Department to ensure the accurate and timely calculation and distribution of payroll checks.
2. Assures the policies established by the Board are followed with regard to the application of the various processes completed by the department.
3. Oversees the receipt of payroll information from School and District Cost Centers; processes the information provided through the established procedures to the completion of the generation of payroll checks and necessary related documents.
4. Supervises staff to process information on new employees and changes in status of existing employees; posts the data to payroll records on a timely basis.
5. Instructs and assists subordinate staff in the performances of payroll functions to include processing of all payrolls and maintenance of related files and records. Reviews work in process and upon completion for compliance with policies and procedures.
6. Provides payroll data to the Information Services Department for the processing/posting of the school district payrolls and adjustment transactions. Reviews printed payrolls reports for accuracy.
7. Coordinates with applicable agencies authorized to receive funds from employees through payroll deductions and maintains adequate records substantiating authorization of the deduction.
8. Provides the Finance Officer with detailed and accurate financial data on each payroll in sufficient time to allow deposit of funds in payroll bank accounts prior to distribution of payroll checks.

9. Completes and submits all necessary reports, forms and funds with the appropriate agency (Internal Revenue Service, Florida Department of Revenue, Florida Retirement System, etc.) on a timely basis.
10. Develops and implements annual payroll processing schedules in accordance with the school calendar.
11. Plans for the upgrade and implementation of departmental software and hardware systems.
12. Maintains compliance of the 403(b) and 457 Plan Documents of Bay District Schools. Works in conjunction with the designated Third Party Administrator to maintain compliance with IRS regulations of the plans and transactions. Monitors employee contributions to 403(b) and 457 plans for compliance with the maximum annual limits set by the Internal Revenue Code. Sends written correspondence to those who have exceeded the maximum amount.
13. Ensures that all work is performed in compliance with generally accepted standard accounting principles.
14. Ensures that all work is in compliance with the Fair Labor Standards Act (FLSA), Family Medical Leave Act (FLMA), State of Florida Wage and Hour Laws, Consolidated Omnibus Reconciliation Act (COBRA).
15. Assists in the coordination and administration of the School Board's group insurance plans. Coordinates and administers the annual benefits open enrollment period. Assures that all enrollments, changes, cancellations are in compliance with the IRS Section 125. Oversees that all COBRA notifications are processed timely.
16. Monitors compliance with IRS regulations with regard to the 401(a) Special Pay Plan and FICA Alternative Plan.
17. Balances the general ledger accounts utilized by the Payroll Department on a monthly and annual basis.
18. Reviews, interprets and applies payment to employees in accordance with the Salary Schedule established and approved by the School Board.
19. Responsible for the administration, enrollment and application of the Flexible Spending Accounts that are offered by the Bay District Schools.
20. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in current Salary Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board policy.

**APPROVAL**

  
 Reviewed by Dept. of Human Resources

Date: APR 28 2010  
 Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**