



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

TITLE: PAYROLL SPECIALIST II – DISTRICT OFFICE

QUALIFICATIONS:

1. Graduation from a standard high school or equivalent.
2. Five years successful work experience with knowledge of payroll and financial record keeping.
3. Ability to operate computer, calculator and working knowledge of applicable software programs.
4. Ability to work with fellow employees and the general public in a professional manner.

PHYSICAL REQUIREMENTS: Light 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 Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of accounting and general clerical functions.
2. Oversees the payroll time entry of the support staff, substitutes and any necessary payroll adjustments, this also includes the review and verification of all data presented into the payroll system for its accuracy and completeness based upon the assigned cost centers.
3. Completes all payroll functions to include the processing of payrolls and the maintenance of related files and records.
4. Performs a variety of functions regarding the employee payroll and fringe benefit programs, including providing explanations of payroll to employees, program requirements, benefits, balancing and verifying listings, and other related matters.
5. Enters and verifies payment for approved workshops, meal reimbursements, etc.
6. Completes entry, maintenance and payment of supplemental pay for authorized staff members of the District.
7. Verifies accuracy of computer runs for payroll, absences, benefit calculations and deductions.
8. Audits and verifies billings for employee benefits, insurances, annuities, and to mail warrants as per vendor's instructions.
9. Assists with the processing of month-end, quarter-end and year-end reporting, including the development and annual distribution of W-2 statements to employees.
10. Establishes implements and maintains records for payroll deductions.
11. Prepares correspondence and memoranda for supervisor's review and editing pertaining to various employee benefits related problems, issues and concerns.
12. Processes stop payments, cancellations and reissues of payroll warrants as needed.
13. Performs the calculations and prepares manual payroll checks upon presentation of proper documentation.
14. Responds to employee inquiries and to other requests for information.

15. Reviews, researches, calculates and performs adjusting entries as requested by cost centers regarding salary and benefit expenditure locations.
16. Maintains the flexible spending accounts of those employees participating in this benefit. This would include the establishment of the appropriate payroll deductions, review and payment of claim requests, and maintenance of individual account balances including preparation and distribution of individualized statements.
17. Completes the monthly Florida Retirement System report.
18. Maintains files for DROP participants for processing of terminal pay and available leave hours. Processes DROP payments based upon Board Policy.
19. Establishes, implements, and maintains insurance deduction codes for employee and board contributions for various insurance coverages. Maintains a accurate listing of all individuals over/under the premium amounts due for the appropriate month and this will include employees, individuals on leave, retirees and individuals with COBRA coverage.
20. Calculates and remits the monthly billing for health, life, vision and dental coverage.
21. Assists in the sorting and record management of prior year records.
22. Establishes, implements, and maintains records for direct deposits.
23. Maintains monthly spreadsheets which are created to verify all transactions processed throughout the corresponding month.
24. Completes necessary reports needed to inform the Finance Department with regard to the expenditures to be incurred by the transactions processed through the Payroll system.
25. Creates a request to the Finance Department for the various payroll deductions/contributions processed through the payroll system.
26. Picks up and distributes department mail.
27. Maintains strict confidentiality of all accessible information.
28. Completes the Employer's Quarterly Federal Tax Return (941 & 941 Schedule B)
29. Completes the Department of Revenue Quarterly Unemployment Tax Report.
30. Demonstrates and maintains current knowledge of all payroll processes.
31. Performs other related 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.

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

<p>Date: <u>John J. Michael</u></p> <p>Reviewed by Dept. of Human Resources</p>	<p>APPROVAL</p> <p>Date: JAN 13 2015</p> <p>Adopted by Bay District School Board</p>
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Bay District Schools is an Equal Opportunity Employer