

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Payroll Specialist

## GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized administrative and clerical work in support of general Payroll functions. The position is responsible for overseeing scheduled and unscheduled payroll calculation and processing, maintaining related records and reports, supervising the work of support staff as assigned, and performing related administrative, supervisory and technical work as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Coordinates, and performs technical accounting work in the preparation and processing of scheduled and unscheduled payrolls for the District.

Reviews payroll forms for accuracy and completeness.

Reviews and verifies employee leave.

Assists in preparing and maintaining assigned budgets; makes journal entries and budget adjustments as required.

Provides training of both District and school staff responsible for payroll functions.

Monitors and controls workflow to ensure effective and efficient payroll operations.

Conducts routine audits of records by examining, verifying and reviewing accounts, invoices, bills and vouchers; researches accounting problems and discrepancies in records; makes corrections as necessary.

Implements guidelines, deadlines and procedures for the processing of District payroll; coordinates the use of assigned data processing software for payroll record-keeping including but not limited to electronic time keeping systems.

Processes Personnel Information Forms (PIF).

Coordinates with the Human Resources Department the calculation of salaries, overtime payments, leave, certification status and eligibility for benefits for both full-time and temporary employees.

Serves as the District's principal contact in the calculation and processing of employee retirement benefits, approved tax-sheltered annuities, Section 125, Social Security benefits, cafeteria plan insurance benefits and other employee benefits.

Assists in the balancing and production of payroll check distribution and direct deposit notifications.

Posting payroll to ledger; reconciling deductions and benefits after each payroll.

Assists in reating, balancing and filing Retirement System reports; Assists in the completion of retirement

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forms for employees.

Compiles data for and prepares various payroll/financial records and reports as required by the District and other agencies.

May attend or participate in various District meetings.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Performs routine clerical tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, clinical, spiritual, or other professional principles.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

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Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires associate’s degree or the equivalent of five years of related experience in business, accounting or related field.

**Licenses Certifications Registrations Required:**

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*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Payroll Manager

**Supervises:**

n/a

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PAY GRADE: From: 119A1 To: 119P3  
Number of Months: 12 Number of Days: 254 Hours: 8  
Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved July 31, 2018