

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****PAYROLL PROCESSOR / TIME KEEPING SYSTEM FACILITATOR**

SALARY SCHEDULE: SSP-10

COST CENTER: OPERATIONS 9025

QUALIFICATIONS:

- High School Diploma or equivalent.
- Payroll and/or personnel experience preferred.
- Two (2) years' experience with knowledge of general office operation preferred.
- Microsoft Office experience preferred.
- Knowledge of and experience with Florida public records laws preferred.
- Demonstrated customer service experience preferred.
- Experience in supporting multiple administrators preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer programs including but not limited to Microsoft Office.
- Knowledge of federal, state and District rules, regulations and policies.
- Good time management, organization and people skills.
- Good oral and written communication skills.
- Considerable knowledge of office practices and procedures and operation of office equipment.
- Ability to maintain confidentiality.
- Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public.
- Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Director

JOB OBJECTIVE:

To perform the duties and responsibilities to ensure the efficient and effective operation of the department's payroll and time keeping system.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Payroll: Collect, compile and process twice-monthly time sheets, over time and certificate of absences in a timely manner for all department staff.
- Assist the Department in complying with applicable laws, School Board Policies and Union Contract regarding payroll compliance.
- Customer Service: Assist the department by answering phones, responding to emails and faxes and managing overall inquiries made by school district personnel.
- Assist in compiling relevant payroll data for budget preparations and other District functions.
- Assist in training department's personnel in payroll procedures.
- Ensure accuracy of employee leave records.
- Work with Director and other relevant department staff on school staffing meetings.

Payroll Processor / Time Keeping Facilitator (Continued)

- Keep supervisor informed of all potential problems, unusual events, and public concerns.
- Assist with providing public records requests for employee files as needed.
- Review computer on-line information regarding employees' individual payroll information, to include hourly, salaried and contracted payments.
- Assist with accuracy of information and processing of additional payments; in-service, supplements, retro pays and hurricane disaster payments.
- Work with Risk Management regarding workers compensation pay to eligible employees.
- Assist in bid meeting process twice a year.
- Work with Human Resources regarding status changes on retirees, resignations, terminations and staff on unpaid leaves.
- Check and verify accuracy of timecards with on-line data entry for payment of overtime following Fair Labor Standards Act, Union contract language.
- Maintain positive effective working relationships with District / Department personnel and coworkers.
- Participate in training and workshops to update and increase skills.
- Use positive and effective interpersonal communication skills.
- Report to work regularly and on time.
- Complete assignments with minimum supervision.
- Adhere to all School Board policies, regulations, guidelines and protocols.
- Demonstrate support for the school district and its goals, mission and priorities.
- Maintain a professional manner and appearance at all times.
- Maintain confidentiality at all times.
- Sustained focus and attention to detail for extended periods of time.
- Assist with other duties as assigned.

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.

Job Description Supplement No. 05