PAYROLL ACCOUNTANT

JOB OVERVIEW

DIVISION: Financial Services
DEPARTMENT: Accounting Services

SUMMARY/SOCOPE/GOAL:
Performs a variety of lead duties to support the Director and Payroll Manager in reviewing and coordinating payroll processes; training payroll specialists and timekeepers in day-to-day timekeeping, payroll assignments, and other technical duties, requiring problem solving techniques and immediate resolution for accurate and timely employee payroll processing.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:
REQUIRED:
• HS/Equiv
• At least five (5) years of responsible work in a high-paced large organization, preferably a school district environment, that processes payroll in-house without the support of payroll service providers, such as ADP, etc.
• Experience is required in all aspects of payroll processing, including implementation of new payroll processes, training and review of personnel work, troubleshooting, and monitoring daily workflow.

PREFERRED/DESIRABLE:
• BA/BS Accounting, Finance, Business Administration, or similar relevant major from a regionally accredited University and Program.
• At least two (2) years of progressively responsible payroll experience or other similar accounting experience in a large organization. Florida School District experience with the use of large spreadsheets and ERP or large financial systems.

CERTIFICATIONS AND LICENSES:
REQUIRED:
PREFERRED/DESIRABLE:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. With general independence, assists the Payroll Manager in leading, coordinating, and organizing the day-to-day work-flow for payroll processing, to include the work of district payroll specialists and site timekeeping.
2. Reviews and makes corrections to site time entries, as needed, to ensure accurate semi-monthly payroll process; Assists the Payroll Manager in communicating corrections and providing training, instruction and other knowledge sharing, to both site timekeepers and district payroll specialists, to achieve operating efficiencies, accurate and timely payroll processes and cost-effective services to employees.
3. Researches, reconciles, maintains spreadsheets, files, etc., for claims, overpayments, and other complex payroll calculations, such as workers comp, retroactive pay or other special pay.
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calculations. Oversees, verifies and assists with all special pay calculations, to ensure accuracy and
timeliness of employee payroll.

4. Oversee payroll reclass accounting entries for proper classification of payroll data for operating,
capital and special revenue funds. Coordinates manual accounting adjustments as approved by
Payroll Manager and Director.

5. Participates as part of the district’s Finance/HR/Payroll/ET cross functional team to implement semi-
monthly and special pay processes, such as retro-pay, supplemental and special pay bonuses, etc.
to ensure process flow and accuracy on behalf of Payroll and Accounting.

6. Assists and supports Director and Payroll Manager with evaluating and implementing the payroll
accounting system process improvements; tests and verifies payroll enhancements on behalf of the
Accounting Department.

7. Serves as problem solver and resource for management and payroll specialists to investigate
payroll issues, exercise problem solving techniques and recommend solutions for appropriate
outcomes.

8. Provide outstanding customer service to all employees with payroll questions.

OTHER DUTIES:
Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions
and perform all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensure
compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS/TRAINING, AND ABILITIES/EQUIPMENT USAGE

JOB RELATED:
Ability to organize and analyze data. Skills in mathematical/statistical procedures to produce accurate
calculations and reporting. Skills in interpersonal communications; Skill in organizing and prioritizing tasks to
meet deadlines; excellent communication skills, verbally and in writing. Considerable knowledge of payroll
accounting and payroll processing for a large number of employees.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding
customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in
active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to
use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or
approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

SKILLS/TRAINING:
Intermediate to advanced Excel®.

EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word
processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom
applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(S) SEDENTARY WORK
PAYROLL ACCOUNTANT

Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

TRAVEL:
Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.