



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8630
Pay Grade: C09

FLSA: Exempt
PTS Administrative

DIRECTOR, PAYROLL
REPORTS TO: Associate Superintendent, Finance and Business Services
SUPERVISES: Financial Reporting Analyst Payroll Analyst Support Staff
QUALIFICATIONS: Graduation from an accredited college or university with a bachelor’s degree in Accounting, Finance, or Business Administration with a major in Accounting/Finance. Five (5) years progressively responsible experience in payroll, accounting, or financial reporting. Demonstrated computer skills with emphasis on personal computers and related software.
PREFERRED: Two (2) years supervisory experience.
MAJOR FUNCTION
Responsible for the administration of all payroll operations in accordance with policies and procedures established by the School Board, Florida Statutes, Florida Division of Retirement, Internal Revenue Service and Social Security Administration. Provides team leadership, supervision and direction for payroll. Work is performed independently and reviewed through observation and results achieved.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Supervises employees and the operations of the Payroll Department. Monitors and evaluates their performance. • Manages reporting, compliance and monitoring procedures, processes and activities in assigned areas of responsibility, for meeting requirements of the Internal Revenue Service, Social Security Administration, Florida Division of Retirement, the Superintendent and School Board. • Provides estimates and forecasting to the Chief Financial Officer. • Participates in employee bargaining by providing technical support and cost estimates to the bargaining team. • Responsible for quarterly and annual tax filing to the Internal Revenue Service and Social Security Administration. • Responsible for monthly retirement filing and audits with the Florida Division of Retirement. • Collaborates with the human resources, budget and accounting departments, and other district departments to ensure proper payment to employees and accurate reporting of salaries and benefits. • Participates in district audits related to payroll. • Manages ERP system modifications and enhancements. • Advises staff and resolves payroll processing problems. • Trains school and department staff in the use of payroll on-line reporting. • Sets up tax tables, pay types, and runs definitions and calendars via computer programs. • Responsible for preparation of payroll calendars posted to district website. • Monitors payroll system functions and recommend changes to improve the payroll process. • Provides reports and/or data as requested from <u>leadership and</u> departments, including but not limited to compensation, unemployment, subpoenas, public records requests, wage and salary loss and earning history.

DIRECTOR, PAYROLL

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Recommends and implements policies and procedures as directed.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/00; BOARD APPROVED: 6/13/00; REVISED FORMAT, SALARY SCHEDULE, TITLE, ER, ADA, 3/13 LM, BOARD APPROVED: 4/23/13; REVISED JOB TITLE, MFs, ERs, 4/6/22 LM, BOARD APPROVED: 4/26/22

DIRECTOR, PAYROLL

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Payroll – ADM