

TITLE:**FINANCE ASSISTANT/PAYROLL****FLSA: Non-Exempt****QUALIFICATIONS:**

1. High School graduation including courses in bookkeeping, accounting, business, english, and mathematics.
2. Five years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned. (Including three years of Florida School Finance accounting/bookkeeping).
3. Demonstrated competence in the use of business machines.
4. Strong organizational and people skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORT TO: Senior Director of Business and Institutional Services**JOB GOAL:**

To plan, coordinate, and supervise the operation of the Finance/Payroll Departments in such a way as to enhance the morale of school district personnel and promote the overall efficiency of the school system.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Prepare computation of pay according to School Board policy.
- * 2. Prepare other payroll data such as Unemployment, Retirement and Federal 941 reports.
- * 3. Perform activity associated with child support, alimony, garnishments and internal revenue service levies.
- * 4. Ensure that School Board policies and government regulations are being consistently applied within regard to payroll procedures.
- * 5. Review each payroll to ensure accuracy and processing payroll.
- * 6. Balance and distribute all W-2's.
- * 7. Investigate errors and complaints.
- * 8. Ensure that records relating to various types of employee leave are maintained accurately.
- * 9. Perform calendar year-end and fiscal year-end closeouts, and prepare federal and state reports.
- * 10. Work with human resources on all retroactive pay transactions.
- * 11. Review all payroll withholding deduction reports prior to submittal.
- * 12. Establish annual payroll periods, pay dates and calendars, pursuant to board approval.
- * 13. Review and approve all termination payoffs for compliance with board policy.
- * 14. Verify and change as needed payroll controls.
- * 15. Maintain a complete and systematic set of records of all financial transactions pertaining to payroll.
- * 16. Prepare annual cost reports to reflect financial conditions of the district.
- * 17. Prepare and post all manual and void checks for payroll.
- * 18. Post payroll encumbrances after each payroll.
- * 19. Assist with computation of personnel salaries and benefits for grant applications.
- * 20. Provide technical assistance to schools and departments as needed.
- * 21. Confer with supervisors and department heads on matters relating to payroll.
- * 22. Use effective, positive interpersonal communication skills.
- * 23. Keep abreast of standards and assist in developing and implementing new/revised accounting and reporting procedures in assigned functional area.
- 24. Perform other duties as may be assigned by the superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

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 Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.