

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### PAYROLL CLERK III

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent with college-level course work in finance/accounting or related field preferred.
- (2) Minimum of four (4) to five (5) years accounting/bookkeeping/finance/payroll experience, two (2) of which must be payroll related; or an equivalent combination of education, training, and experience.
- (3) Experience in a school system environment desirable.
- (3) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of payroll, bookkeeping and accounting procedures. Ability to apply knowledge to work situations. Skill in preparing financial records. Ability to gather data and make judgments. Ability to communicate and work efficiently with technology to accomplish assigned tasks.

#### REPORTS TO:

Payroll Supervisor

#### JOB GOAL

To perform payroll responsibilities promptly, accurately and efficiently in accordance with District policies, procedures and schedules.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Coordinates the daily activities of the payroll function to facilitate the timely delivery of payroll.
- \* (2) Collect, compile and process necessary employee payroll information as assigned.
- \* (3) Perform data entry of required information for processing all payrolls.
- \* (4) Process the import of substitute hours. Rectify issues with HR prior to processing pay.
- \* (5) In conjunction with HR, review and verify leave balances and dockage input by bookkeepers.
- \* (6) Prepare and verify all required payroll data. Run pre-verification/audit reports to check for errors prior to pay.
- (7) Process off-cycle bonus payments, voids and replacement checks.
- \* (8) Process information and maintain records of payroll deduction items and balance the monthly payroll.
- \* (9) Maintain records of employee status assignments, rates of pay and payroll benefit and other deductions.
- (10) Coordinate payroll schedules and associated reports.
- (11) Assist in compiling relevant payroll data for budget preparation and other District functions.
- \* (12) Maintain records of direct deposits and health savings accounts.
- \* (13) Process all pre-notes of new bank accounts and health savings accounts.
- \* (14) Process and maintain records of district pay cards.
- \* (15) Calculates contract salary adjustments.
- \* (16) Calculates and verifies pre-tax deductions, federal withholding, FICA, and Medicare tax.

**PAYROLL CLERK II (Continued)**

- \* (17) Reviews and verify all worksheets, straight time, overtime and blended rate worksheets
  - a. submitted and input by bookkeepers. Identifies entries for corrections and coordinates with bookkeeper(s) to resolve.
- \* (18) Process paperwork for employees exiting FICA or Special Pay Alternative distribution.
- \* (19) Balance and process supplements. Coordinate with HR to resolve issues.
- \* (20) Process payroll account adjustments received from Finance.
- \* (21) Process all garnishments.
- \* (22) Process pay out of employee sick leave, vacation, and retirement bonuses.
- (23) Compile, prepare and submit monthly FRS report and payment to Department of Revenue as requested.
- (24) Compile, prepare and submit monthly 940 and 941 reports as requested.
- (25) Create annual payroll calendars.
- (26) Process wire transfers.
- (27) Maintain knowledge of IRS Federal, state, and local tax laws, Fair Labor Standards Act, and union contractual guidelines.
- (28) Prepare final salary certification on retirees.
- (29) Assist in training school and District personnel in payroll procedures.
- (30) Perform clerical tasks related to payroll operation.
- (31) Interface with the Human Resources and Benefits on matters concerning payroll, leave,
  - a. resignations, retirements, etc.
- (32) Communicate with school personnel concerning pay issues.
- (33) Initiates critical thinking in problem solving and decision making as necessary and exercises good judgment in analysis, investigation, and resolution of customer issues.
- (34) Provide outstanding customer service, and use positive interpersonal communication
  - a. skills.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**Flagler Schools Strategic Framework – Leadership Development**