

PCSB: 8632
Pay Grade: E08

FLSA: Exempt
PTS

MANAGER, PAYROLL

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university plus five (5) years of progressively responsible experience in payroll operations, accounting, or financial reporting. Demonstrated proficiency with payroll systems, ERP platforms, and related software applications, along with strong problem-solving skills and the ability to troubleshoot data issues and optimize system functionality. Demonstrated analytical ability, including interpreting payroll regulations, performing reconciliations, and conducting complex financial modeling and scenario analysis. Proven attention to detail and the ability to manage high-volume, deadline-driven workflows while maintaining accuracy. Effective written and verbal communication skills, with the ability to clearly explain technical concepts and provide staff training. A year of related experience may be substituted for each year of the educational requirement stated above.

PREFERRED:

Experience in a Florida school district or government; supervisory experience; experience with Florida Retirement System reporting; familiarity with IRS payroll regulations; experience supporting collective bargaining analysis.

MAJOR FUNCTION

Performs highly responsible managerial and technical work directing, coordinating, and overseeing all district payroll operations to ensure accurate, timely, and compliant employee compensation. Provides strategic oversight of payroll systems, processes, reporting, and financial analysis, leveraging advanced analytical and problem-solving expertise. Ensures compliance with all federal, state, and local payroll laws and reporting requirements. Collaborates with Human Resources, Budget, Finance, and Technology Information Systems to maintain data integrity, resolve complex operational issues, and implement continuous process improvements that enhance payroll efficiency, internal controls, and service delivery.

ESSENTIAL RESPONSIBILITIES

- Manages daily payroll operations to ensure accurate and timely compensation for all employees.
- Ensures compliance with federal, state, and local payroll laws and reporting requirements, including IRS regulations, Social Security Administration requirements, Florida Statutes, and Florida Retirement System reporting.
- Oversees quarterly and annual tax filings and monthly retirement reporting; resolves discrepancies and maintains audit-ready documentation.
- Ensures accurate configuration and maintenance of pay types, tax and deduction tables, and payroll calendars within the ERP system.
- Serves as the functional lead for payroll-related ERP processes, enhancements, and system integrations in collaboration with Technology Information Systems, Human Resources, Budget, and other departments.
- Troubleshoots complex payroll system issues, performs root cause analysis, and implements solutions to improve reliability, accuracy, and efficiency.
- Tests, validates, and documents system updates, interfaces, integrations, and process improvements.
- Conducts detailed payroll cost analyses, projections, and financial modeling, including scenarios for collective bargaining, compensation changes, benefits, and statutory requirements.
- Serves on the district's negotiation team, providing technical expertise, financial modeling, and cost estimates to support the Chief Financial Officer and the Chief Human Resources Officer.
- Prepares and provides accurate payroll data, reports, and analyses to support leadership decision-making.
- Generates payroll-related documentation and responses to public records requests, subpoenas, audits, and departmental inquiries.
- Collaborates with Human Resources, Budget, Accounting, School Business Services, and other departments to ensure consistent, accurate compensation practices and reporting.
- Develops and maintains payroll procedures, manuals, internal controls, and reference materials.

MANAGER, PAYROLL

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Supervises Payroll Department staff; evaluates performance and provides direction, training, and professional development. • Establishes departmental priorities, assigns tasks, and monitors quality to ensure service excellence and regulatory compliance. • Promotes a culture of accuracy, accountability, and continuous improvement aligned with district goals. • Prepares and publishes the annual payroll calendar. • Supports internal and external audits of payroll operations. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<i>Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.</i> <i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i> <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>
HISTORY OF JOB CLASSIFICATION
ISSUED: 03/31/26

MANAGER, 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				

Manager, Payroll - PTS