

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7287
Pay Grade: D10

FLSA: Non-Exempt

SENIOR PAYROLL TECHNICIAN

MAJOR FUNCTION:

Provides technical support for Payroll Technicians, serves as a team leader, assists Payroll Technicians in the preparation of district-wide payroll. Creates and/or uses reports designed to troubleshoot payroll processing errors, performs specialized payroll calculations. Work is performed independently under general supervision and may be reviewed in subsequent operations or through verification of financial records.

DUTIES AND RESPONSIBILITIES:

- Receives forms requesting off-cycle paychecks. Verifies deductions and coding and determines pay period to be affected prior to calculation of amount by payroll system. Runs report of calculated checks and verifies against forms received. Prints on-line payroll checks and maintains proper backup.
- Works with Risk Management to insure accurate timing of payroll deductions and may be required to override deduction schedule. Processes refunds, arrears and miscellaneous corrections to payroll deductions.
- Processes employee direct deposit enrollment forms. Reviews reports from bank on automated clearing house activity.
- Assists Payroll Technicians with payroll processing duties: verifies on-line input; prepares salary adjustment forms and payroll panels in the payroll system as required; inputs adjustments to appropriate payroll panels; inputs status changes; calculates equalized adjustments and retirement monies; sorts paychecks; and prepares support services sub reports.
- Serves as a back up to the Payroll Coordinator processing deductions for liens and processing payments to contracted services employees.
- Transfers in sick leave from other Districts and transfers out sick leave to other Districts in accordance with School Board policy.
- Trains new employees at schools and departments who are responsible for online payroll entry. Visits "off-site" locations to train.
- Assists with questions from employees regarding pay received; researches and resolves discrepancies.
- Advises departments and employees on payroll departmental procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED and five (5) years payroll-related or other accounting/finance-related experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications, to include the creation of reports off the mainframe and/or personal computer.

ISSUED: 2/95 SV/12/96 PBL; BOARD APPROVED: 8/26/97; MF, D&R REVISED: 9/98 AK; D&R, & WC REVISED: 8/04 AK.

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.

SENIOR PAYROLL TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				