

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8630
Pay Grade: E06

FLSA:
PTS

MANAGING OFFICER, PAYROLL OPERATIONS
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
Performs technical, professional, and supervisory duties in the operation of the Payroll department. Also responsible for reconciliation and reporting of financial data.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Supervises the operations of the Payroll Department• Works in correlation with the budget and accounting departments, and other district departments as needed• Develops, prepares and monitors payroll reporting to outside agencies such as the Internal Revenue Service and the State Division of Retirement• 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• Monitors payroll system functions• Provides reports and/or data as requested from departments, including but not limited to: compensation, unemployment, subpoenas, public records requests, wage and salary loss and earning history• Recommends and implements policies and procedures as directed• Assesses computer and training needs of the Department• Researches and configures Payroll personal computer applications• Performs other related work as required

MANAGING OFFICER, PAYROLL OPERATIONS

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 established by the District.

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

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.

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

MANAGING OFFICER, PAYROLL OPERATIONS

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				

Managing Officer, Payroll Operations – PTS