



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Payroll Accounting Specialist

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG06

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform specialized clerical work in preparing payrolls for payment and in maintaining related records.

### Essential Functions of this Job

Researches, documents, and writes up various payroll adjustments, certifications, and manual checks. Reviews various forms and documents to ensure accurate reporting of time and salary calculations. Reviews and adjusts Retirement Report to accurately reflect earnings and credit for time worked. Reviews time cards and sign-in sheets to ensure accurate payment of overtime, security guards, and numerous other specialty payrolls. Maintains detailed worksheets and records on various payroll exception amounts. Verifies sick leave balances of terminated employees, calculates pay amounts and expense distribution for Terminal Pay. Enters data on terminal for various reports, payrolls, adjustments, deductions, manual checks, and overtime. Balances computer-generated audits, edits, reports, and proofs with manually calculated totals. Remits checks for payroll deductions, contributions, and related reports on a timely basis. Calculates payroll deduction amounts for tax levies and child support payments. Secures microfilm or microfiche of payroll records and maintains in a manner sufficient to satisfy state requirements and local needs.

Communicates effectively with other departments, schools, and employees; secures printing of various forms and schedules, assists Payroll Accounting Supervisor and Payroll Coordinator, as needed.

### Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Knowledge of Mathematics, complex computer applications, general office procedures. Ability to work well under pressure; ability to prioritize tasks and manage time; ability to communicate effectively; ability to analyze problems and recommend solutions; considerable skill in the use of a 10 key adding machine, typewriter, and terminal key board.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED. Considerable experience as a Payroll Clerk, or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0444  
EEO5: 51  
Approval Date: 1993-06-22  
Date Last Revised:

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