



COORDINATOR - PAYROLL

SUMMARY/SCOPE/GOAL

Performs a variety of duties and specialized functions to support the Payroll Manager and Payroll Staff Accountant in reviewing and processing reports, troubleshooting, assisting other team members, and working closely and productively with other departments.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent.
- At least three (3) years of responsible work in a high-paced large organization, preferably a school district environment, that processes in-house without the support of payroll service providers, such as ADP, etc.
- At least three (3) years of verifiable and closely related experience is required.
- Excellent written and verbal communication skills are required.
- Considerable knowledge of payroll accounting and payroll processing for a large number of employees.

PREFERRED/DESIRED:

- Florida school district experience with the use of large spreadsheets and Enterprise Resource Planning (ERP) or large integrated financial management systems.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid State Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. With independent judgment, research payroll issues and provides customer support.
2. Review and makes corrections to site time entries, as needed, to ensure accurate semi-monthly payroll process.
3. Coordinates at district level, payroll processing adjustments for sick leave bank, leave of absence for all LOA employees and terminal pay. Serves as a Payroll liaison with Human Resources, and Benefits Departments, as well as site timekeepers, to calculate and post payroll entries for these adjustments.
4. With considerable independence, works directly with employees and timekeepers to answer questions regarding the payroll portion of leaves of absence including sick bank and work's compensation.
5. With little guidance, processes daily and payroll run specific reports to mitigate errors.
6. Provides support to Payroll Specialists to answer questions and provide guidance with daily tasks.
7. Maintain payroll website for Payroll processes and reporting information.
8. Maintains Payroll specific spreadsheets used by the Payroll team; updating and troubleshooting as needed.

COORDINATOR - PAYROLL

9. May be coordinating various functions such as timekeeping, leaves, or payroll / accounting functions as assigned.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to organize and analyze data. Skills in mathematical/statistical procedures to produce accurate calculations and reporting. Skills in interpersonal communications. Skill in organizing and prioritizing tasks to meet deadlines.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

COORDINATOR - PAYROLL

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Accounting Services
TITLE CODE:	L3737	CONTENT BY:	Chief Financial Officer
GRADE:	LL	COMPENSATION:	Human Resources
UNIT:	1010 PTH	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	5/28/19	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/25/98	Developed	Financial Services
2.0	6/21/07	Revised	Financial Services
3.0	8/13/13	Revised	Financial Services
4.0	5/28/19	Revised: New format, revise Job Title, Essential Functions and Qualifications to better align with other positions within the District as well as provide potential growth opportunities within the District.	Financial Services
4.1	12.01.20	New Format	Human Resources
4.2	11/30/2021	Update physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.