



DIRECTOR – PAYROLL SERVICES

SUMMARY/SCOPE/GOAL

To serve as a member of the administrative team of the Office of Financial Services ensuring that the school District maintains accurate and timely payroll processing and direct the control, disbursement, and accounting for School Board payrolls, and payroll tax compliance.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Accounting, Finance or Business Administration from an accredited educational institution.
- Certified Payroll Professional (CPP) certificate OR Master's degree in Business/Public Administration, Business Management or related field required.
- Minimum of five (5) year's supervisory experience in the accounting field.
- Previous experience in governmental fund accounting required.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida 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. Direct the payroll expenditures of school District funds for the General School, Deb Service, Capital Projects, Food Service and Special Revenue funds.
2. Provide timely payroll data to the Chief Financial Officer, when requested.
3. Supervise the preparation of monthly, quarterly, and annual payroll reports and files.
4. Direct payroll staff to establish policies and procedures to ensure timely and accurate payment of payrolls, and properly documented data.
5. Be a visionary for payroll processing and reporting and drive changes to enhance function.
6. Assist the Human Resources and Financial Services executives in payroll related planning and projections.
7. Oversee important payroll processes while enforcing existing district policies and procedures as they relate to payroll processing.

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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:

Detailed knowledge of payroll functions, federal and state regulations, union contracts, School Board policies and accounting principles and practices. Ability to analyze systems and data to produce comprehensive financial reports; review and evaluate existing processes and make recommendations for improvement. Ability to communicate effectively in verbal or written form. Knowledge of diverse management styles and techniques and effective organizational skills.

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:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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.

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TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Financial Services
TITLE CODE:	D0420	CONTENT BY:	Chief Financial Officer
GRADE:	29	COMPENSATION:	Human resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	2/7/2023	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	11/30/2022	Developed	
1.1	2/7/2023	Board Approved	Board

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.