

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SENIOR PAYROLL ASSISTANT

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75032

Board Approved: 03/13/12
Revised: 03/05/13, 7/6/2015