

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>PAYROLL ASSISTANT</b>
--------------------------

**Required Qualifications:**

- A.A. Degree in Accounting
- Minimum of two (2) years of payroll experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

**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
- 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
- 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 auditors in researching payroll data and earnings records
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- 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 G

**Job Code:**

75032

Board Approved: 03/13/12  
Revised: 07/30/13, 7/6/2015