

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2005**

DIRECTOR OF PAYROLL

FLSA STATUS: EXEMPT – PAY GRADE – 22 – P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Director of Payroll is responsible for all aspects of the College's payroll functions, for all full-time, regular part-time, temporary and adjunct employees and student workers. This position independently directs and manages a payroll processing team to deliver timely and accurate payroll on a semi-monthly and monthly basis.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Direct all facets of the daily operations of the payroll department functions, to include payroll related reports, payroll deductions, workers' compensation, unemployment insurance, health, dental, vision and life insurance, Long Term Disability (LTD), Flexible Spending Account (FSA) and tax shelters including 403(b), 457 and 401(a), and employee and retiree benefits, ensuring compliance with College, state, and federal laws, policies and regulations.

Direct the production of semi-monthly and monthly payrolls to include balance and reconciliation of semi-monthly and monthly payrolls; direct the calculating of manual payroll checks, overtime, shift pay, new hires and terminated employee pay, loss pay, employee awards, incentive pay, one-time payments and issuance of manual checks.

Provide for accurate deduction and remittance of garnishments, child support payments, student loan repayments, IRS levies and court orders.

Prepare reports and remit payments to the Florida Retirement System for Regular, SCOER, DROP, PEORP, Senior Management and the FRS Investments Plans. Process and remit payments for CCORP and the Local Senior Management retirement programs.

Provide for the calculation and payment of required DROP sick leave payouts.

Ensure the accurate payment and reporting of College employee benefits in compliance with the provision of tax laws, federal/state regulations, and College policy.

Direct and ensure quality control of the data contained in payroll records in the College's personnel/payroll database.

Direct the planning, implementation and administration of programs to develop, adjust and/or enhance the payroll system and procedures as required.

Plan, coordinate, and direct the production and distribution of employee tax statements and notifications as required by law.

Prepare 941 quarterly reports and 940 annual report.

Confer with auditors to provide information related to benefits and payroll systems.

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Coordinate and manage effective communication and working relationships with the Human Resource department and Information Technology department in regards to maintenance and enhancements to the Payroll/HR software programs and reports.

Oversee the preparation of comprehensive analysis and reports regarding health plans, insurance and employee compensation and benefit trends for purposes of cost containment and effective plan management.

Create and approve master payroll calendars and monthly processing schedules. Ensure that payroll calculations utilize the most current tax and salary tables, social security, Medicare and retirement rates.

Prepare a variety of monthly statistical and analytical reports as needed.

Participate in the selection and evaluation of the payroll staff. Plan and manage department workflow.

Represent the College at various community college business meetings related to payroll issues.

Identify and make recommendations to the AVP of Finance for process improvements in the payroll processing functions.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the AVP of Financial Services.

SUPERVISION EXERCISED

Functional and administrative supervision is excised over support staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

A bachelor's degree with five (5) years of progressively responsible payroll management processing experience and three (3) years of supervisory experience in a public or government organization. Knowledge of payroll administration, including federal and state regulations, FLSA, and employer benefits for a large employee base. Thorough knowledge of generally accepted accounting principles and payroll administration guide. Proficiency in accounting systems software, experience with deadlines, records reporting requirements and knowledge of MS Word and Excel. Excellent organizational skills and initiative to improve processes. Attention to detail is a must. Must possess strong interpersonal skills in the areas of motivating and developing employees.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective 8/05; revised 9/07; 12/08; 11/11