

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

PAYROLL TECHNICAL SUPPORT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE 16 – C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

Employees in this category provide technical and administrative support necessary to process payroll checks for employees throughout the college including processing pay and withholding, balancing payroll related reports and maintaining accurate records. Responsible for ensuring data integrity and proper internal accounting controls. Incumbents are assigned complex work involving independent planning, coordinating and completing assignments under strict timelines subject to supervisory direction and review.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serve as support for the Payroll Manager, processing payroll for all college employee groups. Verify and maintains pay records and leave balances.

Process semi-monthly and monthly payrolls through college mainframe, manually enters input documents, process and validates time cards, faculty stipends, faculty substitution deductions, confirms pay and runs accruals for all leave types. Create file for direct deposit of pay checks and forwards information to banks as necessary.

Prepare complex general ledger journal entries. Develop financial system schedule for billing, reports, and monthly/annual closing of the accounting system.

Prepare monthly and quarterly state reports related to salary contributions, ie. FRS; Unemployment; W2; FICA, etc.

Work closely with the Human Resource staff and campus business office staff on payroll related issues.

Process insurance documentation related to payroll deductions.

Communicate payroll policies and procedures to college staff, upon request. Research and respond to inquires for clarification of payroll information. Assist employees requesting duplicates of payroll statements and W-2's.

Complete correspondence, agency forms and reports, related to the payroll function, audits payroll and internal accounts. Check all reports related to final phase of payroll for accuracy.

Prepare unscheduled manually issued payroll checks.

Perform data entry for time and attendance, adjustments, and manual transactions.

Prepare all vendor payroll checks and mail to appropriate vendors on pay date.

Coordinate the accurate and timely completion of both routine and non-routine administrative department functions.

Maintain employee payroll files, and payroll related files.

Prepare various payroll reports for Payroll Supervisor.

Assist supervisor as directed in performing administrative support duties to develop, analyze and provide recommendations for payroll modification, revisions, etc.

Perform related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the Payroll Manager.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Requires a high school degree or high school equivalency and two (2) years of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, financial and reporting systems, and related equipment.

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

Language Ability: Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and staff under charge.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

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 accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff 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).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 5/05