COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR - PAYROLL SERVICES
PAY GRADE: P-11
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This position is responsible for directing the activities of payroll staff related to the processing, auditing, analyzing and reporting of College payroll information. Work includes directing and supervising the activities of payroll staff. Prepares and submits various reports to federal, state and local agencies. Develops policies and procedures to ensure compliance with State Board of Florida Colleges, Florida State Statutes, Governmental Accounting Standards and Internal Revenue Code.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. A Bachelor’s degree in related field is preferred.
2. Years of experience in field: Five (5) years of progressively responsible payroll management processing experience required and two (2) years of supervisory experience preferred.
3. Special skills or abilities related to position: Knowledge of payroll administration, including federal and state regulations, FLSA, and employer benefits for large employer base. Thorough knowledge of generally accepted accounting principles and payroll administration guide. Knowledge of the principles and practices of payroll accounting and applicable laws. Ability to interpret and apply laws, rules, standards and procedures. Excellent organizational skills and initiative to improve processes.

ESSENTIAL JOB FUNCTIONS:

1. Oversee and coordinate the production of semi-month and monthly payrolls to include balance and reconciliation of semi-monthly and monthly payrolls.
2. Ensure the accurate payment and reporting of College employee benefits in compliance with the provisions of tax laws, federal/state regulations and College policy.
ESSENTIAL JOB FUNCTIONS (Continued).

3. Plan, coordinate and oversee the production and distribution of employee tax statements and notifications as required by law.
4. Confer with auditors to provide information related to benefits and payroll systems.
5. Create and approve master payroll calendars and monthly processing schedules.
6. Prepare a variety of monthly statistical and analytical reports as needed.
7. Plan and manage department workflow.
8. Supervise the activities of payroll staff in a manner that ensures that policies and procedures are followed.
9. Provides information on leave balances and prepares necessary schedule for employees on FMLA.
10. Coordinates certification of earnings on retirement and reporting actual retirement to Florida State Retirement System.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Administration), Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance