COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PAYROLL SPECIALIST
PAY GRADE: P-9
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform responsible accounting and clerical work in analyzing, preparing, processing and maintaining payroll data. Also responsible for reviewing and analyzing documents received for assembly into payment packages.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** High school diploma or equivalent required. A comparable amount of training or experience may be substituted.

2. **Years of experience in field:** Two years accounting experience or two years experience preparing a moderately large payroll required.

3. **Special skills or abilities related to position:** Knowledge of the practices and procedures involved in preparing and maintaining payroll data for a large group of people. Knowledge of business English, mathematics, spelling and grammar.

   Ability to deal with other employees firmly but tactfully. Ability to exercise discretion regarding confidential matters. Ability to operate typewriter, calculator and data terminal. Ability to receive, understand, and follow oral and written instructions. Ability to communicate effectively with others in person, by telephone and in writing. Ability to sit for long periods.

   Sufficient manual dexterity to write legibly and input data with reasonable speed. Sufficient vision to read small printed or typed words and numbers quickly and accurately.

ESSENTIAL JOB FUNCTIONS:

1. Review and assemble payroll data input for computer processing. Processes information and maintains payroll summary. Review payroll proof and authorize checks to be run.

2. Prepare check requests for disbursement of withheld monies. Prepares periodic reports to state and federal government agencies.
ESSENTIAL JOB FUNCTIONS (Continued).

3. Make annual audit of sick and vacation leave for each employee.
4. Post records deductions, rates of pay and leaves.
5. Review proposed changes from the personnel office to accuracy and eligibility. Keep current on legislative changes and prepare requests to data processing for systems changes resulting therefrom.
6. Reconcile salaries and wages payable and compensated absences payable accounts on an ongoing basis.
7. Performs monthly payroll reconciliations.

(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: Coordinator – Payroll Services