

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: ASSISTANT PAYROLL SPECIALIST  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-5

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.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent is required. An associate’s degree is preferred.
2. Years of experience in field: Two years’ accounting experience or two years’ experience preparing a moderately large payroll is 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.

Special skills or abilities related to position (Continued):

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. Assist in processing of semi-monthly payroll.
2. Assist in monthly, quarterly and annual reporting for payroll.
3. Maintain leave records and make annual audit of sick and vacation leave for each employee.
4. Review proposed changes from the personnel office for accuracy and eligibility.
5. Keep current on legislative changes and prepare requests to data processing for systems changes resulting there from.
6. Assist in maintaining retiree insurance payments.
7. Assist in reconciling monthly insurance invoices.
8. Answer calls and resolve payroll problems/questions.
9. Perform duties of Payroll Specialist during his/her absence.
10. Scan and index all timesheets, leave request and authorizations and certifiers that are submitted semi-monthly.

(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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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 I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance