

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR - PAYROLL SERVICES

PAY GRADE: P-3

OVERTIME STATUS: 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.

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: A bachelor's degree in a related field is required.
2. Years of experience in field: Two years' progressively responsible payroll management processing experience required and two years' 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 organizations. 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-monthly and monthly payrolls to include balance and reconciliation of semi-monthly and monthly payrolls and other payroll deductions.
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.
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 priorities and workflow.
8. Supervise payroll staff to ensure that policies and procedures are followed.
9. Provide information on leave balances and prepare necessary schedule for employees on FMLA.
10. Coordinate certification of earnings on retirement and reporting actual retirement to Florida State Retirement System.
11. Promote the college's PRIDE service philosophy.
12. Out-of-district overnight travel as required.
13. Payroll disaster recovery procedures.

(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 1 (Administration), Ocala Campus

SUPERVISOR OF POSITION: Assistant Vice President for Finance