

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PAYROLL SPECIALIST

PAY GRADE: P-1

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 required.
2. Years of experience in the field: Two years' full-time accounting experience or two years' full-time experience preparing a moderately large payroll required.
3. Special skills or abilities related to the 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. Process information and maintain payroll summary. Review payroll proof and authorize checks to be run.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Prepare check requests for disbursement of withheld monies. Prepare periodic reports to state and federal government agencies.
3. Prepare the 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 Human Resources office for accuracy and eligibility.
6. Keep current on legislative changes and prepare requests to data processing for systems changes resulting therefrom.
7. Reconcile salaries and wages payable and compensated absences payable accounts on an ongoing basis.
8. Perform monthly payroll reconciliations.
9. Other duties as assigned.

(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 a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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.
  
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg. 1

SUPERVISOR OF POSITION: Coordinator – Payroll Services