



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Specialist, Payroll Operations
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	2 0
<b>BARGAINING UNIT:</b>	BTU-TSP

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned bachelor’s degree from an accredited institution.

**EXPERIENCE:** Minimum of two years (2), within the last six (6) years, of experience and training in the field related to the title of the position.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned associate’s degree from an accredited institution.

**EXPERIENCE:** Minimum of four years (4), within the last eight (8) years, of experience and training in the field related to the title of the position.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Ability to process payrolls and payroll related reports in a timely, accurate, and thorough manner. Ability to analyze data and develop reports when necessary. Computer skills required includes extensive use of SAP Reporting Tools and MS Excel.

**PREFERRED:** Previous experience with SAP ERP payroll.

**REPORTS TO:** Senior Payroll Analyst

**SUPERVISES:** None

**POSITION GOAL:** Ensure payrolls and corresponding payroll transactions are processed and posted accurately by the designated pay date.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Specialist, Payroll Operations shall:**

1. prepare, schedule and process weekly payrolls. Ensure that all data necessary to process payrolls is gathered in a timely manner so as to comply with established schedules.
2. review, analyze and research payroll errors to ensure accuracy of payroll processing.
3. prepare and post transactions to SAP ERP financials and third parties.
4. process and post weekly off-cycle payrolls.
5. prepare various earnings, deductions and exceptions reports for internal departments and external agencies.
6. prepare and review annual payroll schedules.
7. assist Payroll Processors with payroll issues and transactions relating to the payroll run and financial posting.
8. work collaboratively with various Process Analysts to detect, review, analyze and correct issues pertaining to the payroll run and posting jobs.
9. investigate, trace and prepare documents to facilitate the accurate disbursement of payments (retroactive payments, settlements, etc.) other than ordinary payroll disbursements.
10. respond to questions from schools and departments in reference to payroll procedures, schedules and payments.
11. review weekly time entry reports from various timekeeping systems.
12. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
13. participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
14. review current developments, literature and technical sources of information related to job responsibilities.
15. ensure adherence to good safety procedures.
16. follow federal and state laws, as well as School Board policies.
17. perform other duties as assigned by the Director or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works collaboratively with personnel throughout the Payroll Department, District and School Staff to accurately, process payrolls and payroll related reports.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved

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SBBC: NEW

compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

## Position Factor Listing

Specialist, Payroll Operations

Point Range: 655-684

### Position Factors

**1. Knowledge:** Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

**2. Human Relations Skills:** All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

**\*Definitions**

**1** - Immediate workgroup

**2** - Outside of immediate workgroup

**3** - Assistant/ Associate/Deputy Superintendents

**4** - Superintendent, School Board; critical external parties

**3. Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**Point Factor Listing (cont.)**

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Point Range: 655-684

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

**Position Analysis Criteria**

<b>1. Knowledge</b>	<b>2. Human Relations Skills</b>	<b>3. Problem Solving</b>	<b>4. Decision Making Freedom</b>	<b>5. Position Impact</b>
<b>B2</b>	<b>A3</b>	<b>C</b>	<b>B</b>	<b>B</b>