State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist I, Payroll

Reports to: Director, Finance
FLSA Status: Non-Exempt
Level: 114
Position Class: C9923

Job Summary:
Performs responsible and advanced work in the processing of college payrolls. Calculates and processes payroll for all college employees and students and prepares related payroll reports in accordance with state, federal and college policies.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Compiles payroll data based on hours worked, approved pay rates, required deductions, taxes, insurance, from time sheets and other records.

2. Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.

3. Reviews wages computed and corrects errors to ensure accuracy of payroll.

4. Records changes affecting net wages according to College procedures.

5. Prorates expenses to be debited or credited to each department for cost accounting records.

6. Prepares periodic reports of earnings, taxes, and deductions.

7. Keeps payroll records and files according to College procedures.

8. Prepares and issues paychecks and direct deposit vouchers and reviews for accuracy.
9. Responds to employees and student payroll questions and corrects errors in accordance with college policy.

10. Coordinates payroll issues with Human Resources department.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High School diploma or general education degree (GED) and three or more years related experience.

- **Supervisory Experience:**
  The job requires no supervisory experience.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ration, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, Internet, database, and e-mail software. Proficiency with current College database is essential.

- **Certificates and Licenses:**
  The job requires the employee be bonded.

**Responsibility for People and Property:**
The job has responsibility for handling approximately $1.8 million per month in payroll checks, vouchers and payments to vendors.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has contact with all levels of college staff.
• **External Contacts:**
  Position has contact with IRS, credit union, and vendors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**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.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk, climb or balance, and stoop, kneel, crouch, or crawl.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the college’s mission, purpose, and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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