

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6963
Pay Grade: D10

FLSA: Non-Exempt

PAYROLL TECHNICIAN

MAJOR FUNCTION:

Performs specialized, technical duties to prepare an accurate and timely district-wide payroll, utilizing and verifying data from a number of source documents. Work is performed independently under general supervision and may be reviewed in subsequent operations or through verification of financial records.

DUTIES AND RESPONSIBILITIES:

- Prepares, calculates, and verifies salary adjustment forms for new employees, substitutes, and any adjustments that cannot be done on the payroll system. Reviews balances and makes corrections before payroll is run.
- Receives status forms and updates employee information on the payroll system.
- Inputs sick and vacation leave accrual adjustments to payroll system.
- Reviews reports of equalized pay system for active and terminated employees to insure accuracy.
- Calculates final pay for retiring employees. Prepares salary adjustment forms for final sick and vacation pay.
- Reviews printed paychecks, separating voided checks and other exceptions.
- Sorts checks for distribution.
- Advises departments and employees on departmental procedures.
- Trains new employees at schools and departments that are responsible for online payroll entry. Visits "off-site" locations to train.
- Assists with questions from employees regarding pay received; researches and resolves discrepancies.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED and four (4) years of payroll-related or other accounting/finance-related experience. Demonstrated experience with 10-key calculator, main-frame, and personal computer applications.

ISSUED: 2/95 SV/12/96 PBL; BOARD APPROVED: 8/26/97; D&R, & WC REVISED: 8/04 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PAYROLL TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				