



## **Classification Description**

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**Job Title: Director, Payroll Services**

**Pay Grade: Administrator**

**Job Code: 3990**

**FLSA Status: Exempt**

### **Job Purpose**

This position provides College-wide leadership and management for the administration, accuracy, and timeliness of Florida SouthWestern State College payroll processing. This position coordinates and provides leadership for the College payroll including, but not limited to, taxes, garnishments, reconciliations, controls, cycle balancing, check distribution, benefit payments, and time and attendance. The Director of Payroll Services is responsible for directing the daily activities of the payroll staff related to the processing, auditing, analyzing and reporting of College payroll information. This is an administrator on annual contract position.

### **General Responsibilities**

#### **Essential Functions**

Prepares and submits various reports to federal, state, and local agencies, as well other departments within the College.

Develops and implements new and/or revised policies and procedures to ensure efficient processing of the College payroll and compliance with State Board of Education Rules, Florida State Statutes, Governmental Accounting Standards and the Internal Revenue Code.

Researches best practices in payroll processes and makes recommendations to streamline and improve the efficiency of payroll processing for the College community.

Responsible for setting the annual goals and objectives for Payroll Services as part of the College's strategic planning process.

Provides management, oversight and guidance to assigned areas to ensure adherence to College policies and procedures and applicable federal and state laws; including interviewing, hiring, and evaluating employees assigned to these areas.

Establishes internal standards and control procedures which maintain or improve compliance with Florida SouthWestern State College policies and procedures, State Board of Education rules, Florida State statutes and Governmental Accounting Standards Board (GASB).

## DIRECTOR, PAYROLL SERVICES

Oversees the payroll process to ensure all employees are paid accurately and timely. Develops a payroll calendar and coordinates with the appropriate departmental staff to ensure the timely processing of the various pay ID's.

Oversees the accurate and timely payroll processing of all new hires, salary adjustments, reclassifications, promotions, reassignments, terminations and retirements. Monitors faculty payroll processing to include faculty appointments, changes in status, and year-end defer payments.

Verifies accuracy and coordinates activities involved in the monthly, quarterly and annual preparation of various financial documents, reports and federal/state tax information reporting including, but not limited to, Federal Forms W2, 941, 990's, retirement and unemployment.

Oversees the reconciliation of benefit premiums and payroll deductions, such as child support orders, garnishments, AFLAC, short term disability, long term disability, health, dental, life, taxes, tax shelter deductions (403b, Alternate to SS and 457b), and retirement.

Oversees timely deposits of all payroll deductions and payments related to employee benefits (i.e., annuities, retirement, etc.).

Provides information, assistance and/or training to employees, staff and the College community regarding payroll functions; provides technical and procedural assistance to staff; and trains appropriate staff on payroll policies and procedures.

Assists with questions and or resolving issues identified in the monthly payroll bank reconciliation and makes necessary adjustments.

Assists with state auditors during on-site audits by providing documents and other payroll related reports upon request. Informs the departmental leadership of any issues that may need to be addressed during the audit.

Works with IT to develop materials such as videos, email reminders, and other communication strategies to inform College community of payroll processes; includes advising new employees on proper payroll procedures and web time entry training.

Implements and maintains necessary procedures for processing payroll for foreign nationals.

Coordinates the maintenance of payroll accounting and fiscal records with IT staff necessary to update Banner with new federal or state tax limits.

Maintains Banner rule and validation forms for earnings codes and assists with deduction rules/codes.

Confers with appropriate departments to recommend enhancements to the payroll software program (Banner) and reports. Acts as team leader on upgrades and enhancements in Banner.

Compiles and submits information to the Florida College System Risk Management Consortium (FCSRMC) as required for College's workers' compensation policy.

## DIRECTOR, PAYROLL SERVICES

Prepares year end schedules such as, but not limited to, Retirement Incentive Program, compensated absences, and retirement notes for the Annual Financial Report.

Serves as point of contact with College's third party administrator related to file transfer process and assists in resolving deduction issues.

Coordinates certification of earnings on retirement and reporting of actual retirement to Florida State Retirement System.

Maintains departmental records and files for areas of responsibility, ensuring files do not contain protected health information and limiting access as per HIPAA regulations. (PHI) – Partial Access.

Performs 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 duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Master's degree from a regionally accredited institution of higher education in business administration, accounting or a related field.

Three (3) years of progressively responsible, full-time professional work experience in payroll or accounting of which two (2) years must be managerial or supervisory experience with hiring, directing assignments, and performance evaluation. Appropriate combination of education and experience may be substituted.

Current certification as a Certified Payroll Professional (CPP) preferred.

Experience in payroll in higher education, governmental accounting and/or payroll, or other fast-paced high volume payroll and/or accounting work experience.

Knowledge of the principles and practices of payroll accounting and applicable laws. Ability to interpret and apply laws, rules, standards and procedures.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel and MS Access) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

## DIRECTOR, PAYROLL SERVICES

- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 23, 2021.