

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.

REPORTS TO Executive Director of Financial Services

GENERAL RESPONSIBILITIES

Administers the district's payroll processing function, including all related transactions beyond the issuance of paychecks or direct deposit of wages

SPECIFIC RESPONSIBILITIES

1. Supervises the Payroll Department staff.
2. Assists external auditors with payroll transaction reviews.
3. Coordinates with Technology staff the proper application of the Federal tax withholding requirements annually published by the Internal Revenue Service in Circular E.
4. Coordinates the deductions and/or Board contributions for employee participation in the Florida Retirement System.
5. Coordinates the deductions and remittances of union dues for the district's three bargaining units.
6. Coordinates the employee salary reductions for the district's Internal Revenue Service Section 125 cafeteria benefit program, as well as the remittances to the various participating vendors.
7. Coordinates the employee deductions and/or Board contributions to fund the life insurance program, the health insurance program, and the Workers' Compensation program.
8. Coordinates all employee travel and educational tuition reimbursements.
9. Coordinates the deductions and remittances to all tax-sheltered or tax-deferred programs offered by the district through Electronic Process for Automated Remittance Service (EPARS).
10. Coordinates all other deductions and remittances including, but not limited to, to include Internal Revenue Service levies, child support, alimony, garnishments, employee fingerprint fees, contributions to the United Way, The Education Foundation, The Florida Pre-Paid College Tuition Program and Collier County Parks and Recreation.

11. Coordinates fiscal year-end and calendar year-end reporting, to include W-2's, 1099's and 941's.
12. Maintains the balances of both employee vacation and sick leave, as provided in State law and employee contracts.
13. Maintains the sick leave records to transfer sick leave in/out of County for active/terminated employees as provided by State Law and Board Policy.
14. Maintains the sick leave records to transfer sick leave between eligible employees as provided by State law.
15. Assists the Sick Leave Bank Committee with employee applications for eligibility and usage. Also coordinates the Sick Leave Pool membership files and appropriately notifies employees when days are to be deducted.
16. Assists schools and departments with their employee training requirements related to payroll.
17. Maintains a payroll manual for use by payroll reporting sites and periodically provides group instruction in payroll reporting.
18. Coordinates the employee worksheets for salary changes, late start dates, new hires, terminating employees, sick leave payoffs and vacation leave payoffs.
19. Performs other duties as assigned.