

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### DIRECTOR III – PAYROLL ACCOUNTING

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Business or Accounting.
- (2) Minimum of five (5) years experience in governmental payroll or accounting.
- (3) Minimum of three (3) years experience at a supervisory level.
- (4) Certified Public Accountant (CPA) preferred.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Governmental Accounting Standards, accounting principles and auditing procedures. Knowledge of state and federal laws, State Board of Education regulations and School Board policies. Basic knowledge of automated accounting systems, both mainframe and PC based. Skill in presenting both oral and written reports to varied levels of people and groups.

#### REPORTS TO:

Assistant Superintendent - Finance and Business Services

#### JOB GOAL

To develop and maintain an accurate and cost-effective system for the control, disbursement and accounting for School Board payrolls, leave and employee benefits in order to provide useful management information for the School Board and staff consistent with federal and state guidelines, School Board rules and accepted accounting principles.

#### SUPERVISES:

Payroll and Leave Specialists  
Clerical Personnel  
Benefits Accounting Support Staff as assigned

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Represent the District on Collective Bargaining Team as required.
- \* (2) Represent the District at unemployment hearings and Worker's Compensation meetings.
- \* (3) Interpret laws and rules related to payroll, leave, fair labor standards, unemployment and retirement.
- \* (4) Evaluate, design and implement improvements for payroll, leave and all employee benefits systems.
- \* (5) Monitor and assess subordinates activities and maintain data related to performance.

**DIRECTOR III – PAYROLL ACCOUNTING (Continued)**

- \* (6) Assist in the development of School Board rules as they related to assignments.
- \* (7) Coordinate the staff development needs of the Finance Department.

**Inter / Intra-Agency Communication and Delivery**

- \* (8) Make presentations to civic groups, staff and School Board regarding payroll and benefits.
- \* (9) Provide information to media upon request.
- \* (10) Meet with judges and attorneys representing the District in various hearings.
- \* (11) Attend meetings with Florida Department of Education for assigned areas of responsibility.
- \* (12) Work closely with District and school staffs on school improvement initiatives.
- \* (13) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.

**Professional Growth and Improvement**

- \* (14) Attend regional and state meetings to stay abreast of current trends and best practices.
- \* (15) Facilitate the development, implementation and evaluation of staff development activities and meetings.
- \* (16) Promote and support professional growth for self and others.
- \* (17) Develop annual goals and objectives for the department with the District goals.
- \* (18) Maintain a network of peer contacts through professional organizations.

**Systemic Functions**

- \* (19) Plan, review and coordinate all payroll and leave activities.
- \* (20) Prepare all payroll reports required by state and federal agencies in a timely manner.
- \* (21) Monitor, continually, the accumulated sick leave pay plan adopted by the School Board.
- \* (22) Interface daily or weekly with department personnel.
- \* (23) Set a high standard for self and others.
- \* (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (26) Provide leadership, oversight and direction for all activities of planning, implementation and evaluation of the department.
- \* (27) Coordinate with department personnel regarding decisions which relate to technological needs of the department.
- \* (28) Facilitate problem solving by individuals or groups.
- \* (29) Demonstrate initiative in identifying potential problems and take appropriate action.
- \* (30) Exercise proactive leadership in promoting the vision and mission of the District.

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

**DIRECTOR III – PAYROLL ACCOUNTING (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 7**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**