PAYROLL ANALYST

SUMMARY/SCOPE/GOAL

This position serves as a technical point of contact and works with the assigned subject matter experts in Payroll, Human Resources and Educational Technology for all payroll related activities. This position supports the implementation and maintenance of current and proposed payroll systems. This position will also be able to perform as backup for the Payroll Manager.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:
REQUIRED:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of three (3) years progressively responsible relevant work experience in payroll, payroll systems and accounting for payroll activity

  An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job may be considered.

PREFERRED/DESIRED:

- Experience in school finance or governmental accounting preferred.

CERTIFICATIONS/LICENSES/TRAINING:
REQUIRED:

- n/a

PREFERRED/DESIRED:

- Certified Payroll Professional

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Thorough knowledge of current payroll practices, procedures, theory and analysis techniques.
2. Ability to mathematically analyze expenditure patterns, cost out various types of proposals, and analyze computer printouts for potential problems.
3. Provide analytic support of various pay requirements to provide management analysis and budget support; to include collective bargaining calculations to support various bargaining options.
4. Production Support - Provide support for Payroll information system including, but not limited to, researching, and resolving system problems, unexpected results, or process flaws; perform scheduled activities; maintain various payroll schedules.
5. Reporting - Assist in maintaining reporting procedures, which comply with the requirements of all State and Federal laws
6. Be able to perform the Payroll Manager functions as a backup.

7. Recommend changes to procedures to increase operating efficiency, improve accuracy, and expedite workflow and communications.
8. Provide leadership, outstanding customer service, and positive interpersonal communication skills.

OTHER DUTIES:
Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:
Must be able to work collaboratively and effectively with stakeholders of all levels; work in an environment with frequent interruptions and changing tasks and priorities; organize work and set priorities for accomplishing work in a timely and effective manner; and communicate on complex issues with a high level of effectiveness.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word, processing, intra/internet, data entry, spreadsheets, presentations or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:
Please select from the list of most commonly used environmental conditions and hazard definitions, or write your own.

TRAVEL:
Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

PAYROLL ANALYST

DIVISION:	Financial Services	**DEPARTMENT:**	Accounting Services	
TITLE CODE:		**CONTENT BY:**		
GRADE:	20	**COMPENSATION:**		
UNIT:	NB (Exempt)	**LABOR RELATIONS:**		
LAST BOARD APVD:		**CLASSIFICATION:**		
SCHEDULE:				

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0			

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.