



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accountant I/Payroll Processing Trainer		Board Approved: 3/19/13
Position Level: 14 May be assigned as: 10-month, 11-month, or 12-month	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

This is a highly responsible accounting and payroll processing position at the district level. The position directly supports the Payroll Supervisor with the day to day operations, and oversees all payroll accounting related functions. This position requires a strong knowledge of payroll accounting and the interrelationship between payroll processing reports and the overall accounting system. It requires a high degree of accuracy and responsibility. This position is also responsible for training new payroll processors and payroll secretaries.

KEY RESPONSIBILITIES

- Assist the Payroll Supervisor with the day to day operations that promotes safekeeping of employee payroll files and to account for all related payroll records and transactions.
- Process payrolls and produce reports as needed.
- Assist with General Ledger reconciliation of payroll entries and expenditure data.
- Assist with budgetary review and amendments of payroll expenditures to appropriations.
- Interprets Internal Revenue Service (IRS) tax code, regulation and provide recommendations on new and pending payroll processing and compliance reporting.
- Completes IRS various reports and W-2 processing and reconciliation.
- Completes and reconciles all forms of payroll deductions and payments to other governmental and external organizations.
- Provides assistance and reports to internal and external Auditors.
- Trains school and department personnel on payroll processing as needed.
- Advise and promote payroll enhancements as needed.
- Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Accountant I/Payroll Processing Trainer	Job Code:	Position Level: 14
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor’s Degree in Accounting or related field or High School Diploma or equivalent, plus one (1) post-high school accounting course.
<i>Work Experience:</i>	One (1) year of payroll/accounting experience with Bachelor’s Degree or five (5) years of payroll/accounting experience without Bachelor’s Degree. Additional related experience may be substituted on a year for year basis for education, provided at least one (1) post-high school accounting course has been completed.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish broad objectives relative to basic position duties or department responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a “lead” or “senior” capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis (e.g., lead worker).
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field (e.g., fiscal, quality assurance, infection control, etc.). This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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.