

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 06/21/99
DATE LAST AMENDED: 07/25/19

TITLE OF POSITION: Payroll Specialist

POSITION NUMBER: 10-3

PROGRAM: Accounting

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent plus five years' experience in payroll required. Associate degree and at least three years in payroll preferred. Must be proficient in Microsoft Excel and ten key calculators.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Accounting Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$35,000.00

WAGE AND HOUR STATUS: Exempt:
Non-Exempt:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

This employee will solely be responsible for all the functions listed below.

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Prepare payroll on a bi-weekly basis for approximately 300 employees and upload for direct deposit.
2. Prepare all payroll tax reports, 941, reemployment taxes and W-2's. Maintain pre-tax and after tax employee payroll deductions.
3. Prepare biweekly retirement contributions and monthly Health Savings accounts for eligible employees to submit for upload to the retirement and HSA administrators.
4. Assist in preparation for annual financial audit and workers' compensation audit.

5. Prepare a variety of payroll statements and reports for workers' compensation, unemployment, and various employment surveys.
6. Comply with Center policies and procedures regarding confidentiality and abuse/ neglect/ Exploitation laws and guidelines.
7. Prepare information for 5500 Retirement Plan.
8. Submit payroll deductions to Accounts Payable for payment.
9. Submit and pay biweekly payroll taxes electronically.
10. Prepare monthly payroll reports to assist in various billings.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

All Life Management Center employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the Life Management Center policies and procedures.

PHYSICAL REQUIREMENTS:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Lifting and/or Carrying	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Bending and/or Stooping	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal Frequent	<input type="checkbox"/> Moderate	<input type="checkbox"/>
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Perform filing responsibilities	<input type="checkbox"/> Minimal Frequent	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/>

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No

*Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

LMCNWF
Job Classification System

Repetitive motion with hands, wrists, arms (e.g. keyboard, typing, handwriting, etc.) Yes No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

_____ **Date** _____

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