



Job Title: Payroll Coordinator **Wage/Hour Status:** Exempt

Reports To: Associate Superintendent of Business and Finance **Pay Grade:**

Dept. /School: Administration Building **Date Revised:** 09/30/2011

Primary Purpose:

Prepare payroll for the district, including related reports and deposits. Work under supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to maintain accurate and auditable records

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to create spreadsheets, databases, and do word processing

Proficiency in typing, keyboarding, and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Ability to communicate effectively

Experience:

Three years payroll accounting experience

Major Responsibilities and Duties:

Payroll Accounting:

1. Prepare all payrolls including semimonthly, monthly, and special payrolls.
2. Prepare payroll checks for all employees and distribute to campuses and departments.
3. Balance payroll earnings and deductions; make related transfers of funds and deposits.
4. Receive and audit time sheets for all district employees.

Data Entry:

5. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, and Workers' Compensation Commission.
6. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

Records and Reports:

7. Maintain physical and computerized files including payroll records, absent-from-duty reports, and service records.

Other:

8. Communicate with human resource department, campus secretaries, and employees to ensure accuracy of information reported; resolve payroll problems and inquiries.
9. Respond to requests from financial institutions regarding verification of employment.
10. Maintain confidentiality of information.
11. Other duties as assigned.

Supervisory Responsibilities:

Payroll Department

Equipment Used:

Copier, calculator, personal computer, typewriter, printer, and shredder

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.