Job Title:	Custodial/Maintenance Payroll Coordinator	**Wage/Hour Status:**	Nonexempt
Reports to:	Manager of Custodial Services	**Pay Grade:**	
Dept. /School:	Facilities Complex	**Date Revised:**	June 1, 2011

Primary Purpose:

Prepare payroll and personnel records for all custodial and maintenance staff. Welcome all visitors and handle their requests or refer them to appropriate personnel.

Qualifications:

Education/Certification:
High School diploma or GED

Special Knowledge/Skills:
Bilingual required
Proficient typing, keyboarding, and file maintenance skills
Ability to use personal computer and software to create spreadsheets, databases, and do word processing
Ability to maintain accurate and auditable records
Ability to use calculator (10-key by touch)
Ability to work with numbers in accurate and rapid manner to meet established deadlines

Experience:
Two years payroll/accounting experience as well as secretarial experience

Major Responsibilities and Duties:

1. Prepare custodial and maintenance payroll for monthly processing.
2. Maintain up-to-date payroll files for all department employees.
3. Calculate actual hours worked by each employee each week. Verify approvals for absences and for overtime.
4. Handle workers compensation.
5. Responsible for FMLA.
6. Responsible for all new hire paperwork.
7. Answer incoming calls, take messages, and route them to appropriate staff.
8. Maintain effective rapport with general public in a prompt and courteous manner.
9. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, typewriter, printer, calculator, copies, 2-way radio, and telephone.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions to meet established deadlines.
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.