



Job Title:	Payroll Coordinator	Wage/Hour Status:	Exempt
Reports To:	Director of Financial Services	Pay Grade:	Admin Pay Group 3
Dept. /School:	Administration Building	Date Revised:	02/08/2018

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
Bachelor's degree in accounting or finance-related field, preferred
Certified Payroll Professional (CPP), preferred
TASBO certified, preferred

Special Knowledge/Skills:

Knowledge of local, state, and federal requirements relating to payroll issues and reports
Knowledge of payroll accounting and auditing principles
Effective communication and interpersonal skills
Proficiency skills in keyboarding and file maintenance
Ability to work with numbers in an accurate and rapid manner
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to supervise personnel

Experience:

Three years payroll accounting experience at a high level of responsibility
Three years payroll supervisory experience

Major Responsibilities and Duties:

Payroll Accounting:

1. Direct and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
2. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
3. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
4. Control payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance.

5. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.
6. Process and resolve direct deposit and other banking interactions.

Personnel Management

7. Select, train, evaluate, and supervise payroll staff and make recommendations relative to assignment, retention, discipline and dismissal.

Administration

8. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
9. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
10. Compile, maintain, and file all reports, records, and other documents required including auditable records.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of payroll clerks.

Equipment Used:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.