



For the future of every student

CLASS TITLE: PAYROLL COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Budget & Finance, oversee and perform a variety of advanced technical payroll accounting activities involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and timely manner; perform complex payroll calculations and processes, verify and update records with a variety of payroll data; and train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in a variety of advanced technical payroll accounting activities to assure District employees are paid in an accurate and timely manner; receive, review, verify, prepare and process various payroll records and documents.

Review and close regular and supplemental payrolls; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data processed by Payroll Technicians.

Assure payroll timelines are met, maintain payroll controls, and assure proper procedures, policies, rules and regulations are applied to payroll activities. Check payrolls for compliance with rules, regulations and policies; compare, audit and reconcile payroll reports and printouts with timesheets and payroll records to assure accuracy of payments.

Assign duties, train, and provide work direction and guidance to designated personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations; assist employees with processing payroll as needed.

Serve as a technical resource to District personnel concerning payroll functions; respond to inquiries and provide detailed and technical information concerning related salaries, deductions, leave, transactions, practices, standards, records, issues, laws, regulations, policies and procedures. Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence. Communicate with outside agencies to exchange information and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements. Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to Payroll Technicians.

Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; assure proper authorizing signatures, coding and accuracy of payroll adjustments. Maintain and update automated and manual payroll records in accordance with the Districts record retention policy.

Process a variety of special payroll transactions such as retroactive pay, garnishments, lost warrants and overtime; follow up on and resolve outstanding warrants or warrant cancellations. Assure that employee retirement, benefit, and other voluntary deduction information is accurately maintained and payments to providers are accurate and timely.

Prepare and reconcile comprehensive federal and state quarterly and annual reports of earnings, tax withholding, unemployment insurance, social security, retirement for W-2 reporting, and various other accounts for state and federal agencies. Coordinate the distribution and processing of annual W-2 forms.

Reconcile voluntary deduction billings and ensure timely payment to vendors.

Coordinate with district management and staff to assess needed improvements and efficiencies in payroll processing; conduct district-wide training/workshops in appropriate payroll procedures.

Coordinate paycheck distribution and electronic funds transfer; process manual checks; deposit federal and state withholding taxes; initiate collection procedures for overpayments, including those for small claims court appearances.

Troubleshoot and make software system set-up changes as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques involved in payroll preparation and processing.

Methods, procedures and terminology used in technical payroll and accounting work.

Verification and processing of payroll records and reports.

Payroll policies and procedures.

Tax withholding, voluntary deductions and employee benefits.

Applicable laws, codes, regulations, policies and procedures.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Data control procedures and data entry operations.

Human relations and language skills to convey personal and technical information to all levels of staff, to train and provide work direction to payroll and non-payroll staff, and to facilitate problem solving.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Math skills to perform complex payroll calculations and conversions.

ABILITY TO:

Oversee and participate in a variety of advanced technical payroll accounting activities to assure District employees are paid in an accurate and timely manner.

Train and provide work direction and guidance to assigned personnel.

Monitor, audit, adjust and reconcile payroll data.

Identify, investigate and resolve financial errors and discrepancies.
Prepare and evaluate comprehensive accounting reports and statements.
Review, process, evaluate and verify a variety of financial information.
Establish and maintain cooperative and effective working relationships with others.
Ensure the confidentiality of private information.
Work independently with little direction.
Meet schedules and time lines.
Maintain accurate financial and statistical records.
Type or input data at an acceptable rate of speed.
Compare numbers and detect errors efficiently.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Operate standard office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Perform mathematical calculations quickly and accurately.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school or equivalent, supplemented by college-level course work in accounting or related field and five years payroll, accounting or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.