

JOB DESCRIPTION

Job Title: Payroll Coordinator

Qualifications:

The person in this position should have the following credentials:

1. Bachelor's degree in accounting/business administration and five years experience in accounting; including two years in payroll accounting or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Supervisory experience required. CPP or CGFO strongly desired.
2. Ability to effectively communicate orally and in writing, and utilize necessary human relations skills to convey personal and technical information to all levels of staff.
3. Must be able to prepare clear, complete and concise financial records.
4. Ability to conduct complex technical research, arithmetic computations and prepare reports.
5. Strong problem solving and analytical skills with the ability to analyze situations, develop and adopt effective solutions.
6. Must be able to manage and lead staff in a manner which encourages high morale and efficiency.
7. Excellent organizational skills and attention to detail in completing tasks.
8. Must be able to work independently with minimal supervision.
9. Thorough knowledge of payroll terminology, administrative requirements and operating guidelines.
10. Thorough knowledge of laws, regulations and procedures that govern payroll and payroll processing.
11. Proficient in computer operations to include payroll systems (ERP, Time & Attendance), Microsoft Office (Word, Excel, PowerPoint, Outlook)

Reports To: Director, Payroll & Insurance Services

Supervises: Payroll & Insurance Services Accounting Analyst, Payroll Analysts (3), Senior Payroll Specialist, Lead Payroll Administrator, Payroll Specialists (3) Total: 9

Key Department Functions:

1. Calculate and disburse employee pay and deductions
2. Employment, Income, and Experience verifications
3. Administer employee leave accrual plans and pay for employees on approved leave of absence
4. Maintain federal and state reports to include reconciliation and compliance with required tax filings.
5. Prepare and distribute W2 forms
6. Report earned service, earnings, and withholding for PEBA Retirement programs

Job Goal:

Supervise and manage the payroll function to ensure employee pay is accurate, processed on time, and in compliance with all regulatory mandates.

Performance Responsibilities:

1. Secure and maintain confidentiality of sensitive employee payroll data such as pay rates, leave balances, and personal information. Ensure records are archived in compliance with District, State, and Federal document retention policies.
2. Manage, supervise, and administer the payroll systems; create/monitor procedures, policies and internal controls; recommend technology and enhancements to improve and maintain the efficiency of operating systems. Analyze payroll performance metrics to maximize resource allocations.
3. Develop, organize, prioritize and evaluate effectiveness of departmental policies, procedures, projects, and work flow. Manage training and cross-training of department personnel. Prepare annual payroll processing calendars.
4. Maintain compliance with employment/compensation laws, regulations and policies. Interpret statutes and District policies and their impact on the payroll function.
5. Develop and maintain an efficient payroll process; time and attendance records, pay/tax/deduction calculations, remittance of employee and employer contributions, and leave accruals. Establish/monitor/change system integrity reports and record-keeping.
6. Review/authorize off cycle payroll processing; analyze cause and review/change procedures as necessary.
7. Support internal and external audits: account reconciliation, development of scope of work, review of records and procedures, management responses to findings, publication of annual financial statements and audit reports.
8. Provide courteous, responsive customer service to employees and managers with specific payroll concerns and resolve problems.

9. Serve as a resource for district personnel. Attend professional development opportunities and advise management of payroll trends, best practices, regulatory changes, developments, products, etc.
10. Manage and evaluate performance of payroll staff. Foster and nurture individual effectiveness; establish performance standards and goals. Provide positive, solution-oriented leadership and support. Hire, assign, promote, retain, transfer, dismiss and maintain staff employment records.
11. Perform other related duties as may be required or assigned by immediate supervisor.

Terms of Employment:

Twelve months with salary Administrative/Supervisory Group J. (2023 – 2024 Salary Range \$65,415 – \$104,076)

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy.