

Coordinator of Payroll

The Coordinator of Payroll is directly responsible to the Director of Finance, and is responsible for overseeing the daily operations of the school district related to payroll to ensure that the district adheres to all local, state, and federal guidelines.

1. Supervise and direct all activities associated with payroll.
2. Provide oversight of the calculation and production of all payrolls.
3. Ensure timely and accurate production and distribution of W-2's and related activities.
4. Oversee all payroll deductions that must be accounted for, balanced, and remitted to the proper entity in a timely manner to include; federal taxes, state taxes, retirement, tax sheltered annuities, credit union, professional dues, garnishments, and other miscellaneous deductions.
5. Ensure preparation of monthly, quarterly, and annual payroll reports to include federal and state tax reports, labor reports, and other miscellaneous payroll reports.
6. Be responsible for maintaining payroll tables relative to all payroll deductions.
7. Be responsible for coordinating changes in employee deduction rates.
8. Assist financial auditors with any payroll matters during the annual audit.
9. Perform other duties as assigned.

Qualifications:

- 1.) Minimum of a Bachelor's degree in Accounting, Business Administration, or Finance required.
- 2.) Ability to effectively lead, organize, and direct the work of others. Prior and proven management/supervisory experience required.
- 3.) Minimum of five years of experience working in school finance/payroll/accounting, or related financial areas required.
- 4.) Knowledge of state and federal laws regulating local school systems required.
- 5.) Ability to work well with staff and the public; ability to respond to inquiries or complaints required.
- 6.) High integrity, excellent character, and good professional reputation.
- 7.) Abide by the Georgia Professional Standards Code of Ethics for Educators.
- 8.) Ability to be regularly, predictably, and reliably at work.
- 9.) Ability to perform tasks involving prolonged periods of standing, walking, and sitting.
- 10.) Ability to perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- 11.) Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

Signature

Date

FLSA Status: Exempt