

Maywood-Melrose Park-Broadview School District 89

Payroll Coordinator

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

Qualifications:	<ul style="list-style-type: none">• High School Diploma and 2 years of college preferred with an emphasis in accounting, bookkeeping or a closely related field;• High level of computer knowledge and proficiency; ability to use Microsoft Office products;• Minimum 4 years of general bookkeeping and knowledgeable with a Data Control and Research Payroll System (DCR) preferred;• Excellent written and oral communication and strong interpersonal skills with ability to maintain effective working relationships;• A minimum of two years of related experience in a computerized accounting environment preferably within a payroll function;• Such alternatives to the above qualifications as the Board may find acceptable.
Reports To:	Assistant Superintendent for Business Services
Location:	Administrative Building
Terms of Employment:	12 month position – employment in this position is on an at-will basis.
Salary:	To be determined based on experience and qualifications.
Job Goal:	To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the business office and District 89.
Duties and Responsibilities:	<ul style="list-style-type: none">• Maintains strong working relationships with all internal and external stakeholders consistently maintaining a courteous, professional, and effective manner through all forms of communication;• Manages the payroll process for the entire District 89 school District; complies and processes bimonthly payroll data, posts updated employee rates and deductions, balances and reconciles errors prior to transmission to the Treasurer's Office, and creates all necessary reports and files;• Accurately processes a portion of payroll through utilization NOVATime Biometric Palm Reader system; reviews and makes edits before loading data into the main payroll system.• Processes and transmits payments and reports to various outside entities including TRS and THIS, child support payments, IMRF, and federal and state taxes;• Utilizes computer based procedures for retrieving information to develop reports, including but not limited to US Department of Labor (DOL) Employee Statistics, US DOL Multiple Worksite Report, Unemployment Report, and Board of Education monthly reports;• Maintains the payroll components within the financial management software including but not limited to creating and maintaining salary schedules, calendars, pay/deduction codes, and job classifications;• Works closely and confidentially with both new hires and current District 89 employees in relation to payroll including voluntary deductions, pension systems,

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union dues and pay options;;

- Fulfills a multitude of annual requirements including but not limited to processing year-end reporting and W-2's;
- Utilizes Relativity to efficiently and accurately write payroll reports to be used for payroll processing, negotiations, mandated reporting, and for use by other Human Resources and Business Office staff members;
- Exhibits Expertise in Microsoft Word, Excel, and PowerPoint; must be able to manipulate information between various Microsoft products for reporting and presentation purposes;
- Is efficient and accurate in organizing and maintaining files and records;
- Completes annual TRS Report;
- Performs other tasks and responsibilities as assigned by supervisor;
- Processes General Ledger (payroll) reclassifications;
- Assists Township Treasurer with payroll issues when needed;
- Assists Attendance Secretary with substitute payroll issues;
- Assists Human Resources with payroll related corrections or concerns;
- Assists Benefits Coordinator when relevant;
- Assist administrators and school personnel with questions and concerns;
- Types e-mails, edits, distributes and files all communication as requested;
- Works in partnership with other departments to complete tasks relevant to the operations essential to service our students, faculty and staff;
- Performs such other duties and assume such other responsibilities as may be assigned.

Essential Functions:

- Ability to speak in a clear and concise manner;
- Ability to sit or stand for long periods;
- Ability to disseminate payroll data/material;
- Ability to organize and maintain an acceptable filing system;
- Ability to work Independently;
- Ability to meet daily attendance requirements;

Evaluation:

- Performance on job requirements will be evaluated annually by the supervisor in accordance with the Board's Policy on "Evaluation of Educational Support Personnel".