

**Carroll Independent School District
Job Description**

JOB TITLE:	Payroll Coordinator	Pay Grade:	AP2
Supervisor:	Executive Director of Finance	Employment Days:	226
Department:	Financial Services	Wage/Hour Status:	Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

The payroll and benefits supervisor will process the District's monthly payroll and related monthly, quarterly, and year-end reports and supervise payroll staff's processing of bi-weekly and substitute payrolls. The position is responsible for directing and ensuring the accuracy of all payroll-related functions of the District and that they are delivered in compliance with applicable state and federal laws and regulations.

QUALIFICATIONS:

Education/Certification:

- Associates or Bachelor's Degree in Business, Accounting, or equivalent experience in payroll management
- TASBO certification, preferred

Special Knowledge/Skills:

- Knowledge of local, state, and federal requirements relating to payroll issues and reports
- Experience using financial software applications and personal computer programs (Skyward payroll software & Microsoft Office Suite programs preferred)
- Knowledge of and application of Federal IRS and State TRS rules, regulations, and reporting requirements related to payroll processing
- General knowledge of Federal IRC Section 125 plans and Federal IRC Section 403B plan rules, regulations, and reporting requirements related to payroll processing
- Service-oriented individual with effective interpersonal, oral, and written communication skills.
- Excellent organizational skills and attention to detail
- Ability to work with numbers in a fast and accurate manner
- Critical thinking and problem solving skills

Experience:

- Minimum three years of payroll experience in a business environment working with computerized accounting systems.

MAJOR RESPONSIBILITIES:

- Direct, prepare, 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.
- Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
- Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
- Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
- Control payment of all liabilities generated through payroll, including but not limited to taxes, Teacher Retirement System (TRS) deposits, child support, and insurance.
- Execute TRS reporting requirements in a timely and accurate manner.
- Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.
- 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.
- Process and resolve direct deposit and other banking interactions.
- Process Federal and State payroll levy requests related to underpaid income taxes and child support payments and file related reports
- Supervise staff processing of payroll benefits and deductions calculations and payments
- Supervise staff processing of leave and vacation balances
- Maintain electronic organizational approval hierarchy and process submitted entries for employee time-off requests and time-sheet reporting within the District's payroll software system
- Timely prepare and file all Federal IRS and DOL payroll-related returns and reports
- Keep abreast of monthly/annual TRS changes and timely prepare and file all related reports
- Facilitate employee participation in Federal IRC Section 125 cafeteria plans & Federal IRC Section 403B plans
- Provide payroll and leave balance information required to process disability and workers' compensation claims
- 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
- Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
- Keep abreast of innovative techniques and procedures related to payroll and benefits practices and be adaptable to change
- Maintain a professional level of confidentiality regarding all District matters
- Uphold and adhere to safety rules and support the goals and objectives of the District and follow District policies
- Perform other duties as assigned

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 20 pounds)

Environment: May work prolonged or irregular hours

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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS,
QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER,
ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 2002	Date(s) Revised: 9/2026
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