

POSITION DESCRIPTION

Position Title: **Payroll Coordinator**
Assignment: Payroll Services
Department: Human Resources
Labor Relationship: ESPA
Date Originated: 02/1993
Date Revised: 04/2006; 06/2006; 06/2006; 07/2006; 01/2007;
05/2007; 04/2008; 06/17/2010; 01/2017; 06/2022;
03/2025; 09/2026
Date Removed:
Reports To: Supervisor of Payroll Services

Position Definition: The **Payroll Coordinator** shall be responsible for carrying out duties to ensure accurate completion of payroll preparation and processing.

Relationship: The **Payroll Coordinator** shall be directly responsible to the Supervisor of Payroll Services.

Qualifications:

Education/Experience:

- ☒ Three to five (3-5) years of payroll-related experience.
- ☒ Associate degree, preferred.

Skills/Knowledge:

- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and the Microsoft Office Suite and proficient use of departmental computer software.
- ☒ Demonstrates intermediate knowledge and understanding of HRIS and Payroll system databases.
- ☒ Demonstrates the ability to work in a team environment.
- ☒ Demonstrates administrative skills to effectively use office equipment, including, but not limited to, phone system, fax machine, copier, scanner, computer and calculator.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills, demonstrated by patience, understanding and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates the ability to complete tasks with attention to detail and accuracy.
- ☒ Attends work regularly at assigned work hours subject to lawful leave rights and responsibilities.
- ☒ Possesses proficient data collection and entry skills.
- ☒ Demonstrates the skills to provide the highest level of customer service, with patience and knowledge of the department's services.

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- ☒ Ability to stand, bend, stoop, sit, lift, reach, and communicate (vision, hearing and speech) to effectively carry out functions, duties and responsibilities.
- ☒ Ability to independently ambulate in and around work areas.
- ☒ Ability to travel to and from assigned work locations without employer support.
- ☒ Ability to sit for long periods of time (3 hours).
- ☒ Ability to exhibit appropriate manual dexterity to effectively carry out functions, duties and responsibilities.

Authority: The **Payroll Coordinator** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☒ Coordinates and completes daily payroll processes, payroll reports, direct deposit, credit union deductions, payroll taxes, quarterly reports, LST, W-2's and Act 29 reports.
- ☒ Assists in reconciliation and processing fiscal year payroll accruals.
- ☒ Transfers payroll account and deduction distributions to Fund Accounting.
- ☒ Reconciles bi-weekly payroll salaries and voluntary deductions.
- ☒ Calculates new full-time employees' prorated salaries.
- ☒ Calculates and processes resignation, retirement and severance pay.
- ☒ Prepares and submits mailing of bi-weekly paychecks for new hires and employee banking changes.
- ☒ Processes annual increases of salaried ESPA, CLEA, Professional and Act 93 employees.
- ☒ Verifies and distributes W2 and W4 forms.
- ☒ Adjusts salaries for unpaid days and jury duty for employees.
- ☒ Processes pay adjustments for leaves of absence.
- ☒ Maintains and updates employee's personal data in payroll system and communicates changes appropriately.
- ☒ Accurately processes payments, including, but not limited to, mentor stipends, bonuses and overpayments/underpayments.
- ☒ Collaborates with Compensation and Benefits Specialist in the preparation and entry of Health Insurance and FSA health and dependent care deductions.
- ☒ Provides "New Hire" payroll orientation.
- ☒ Processes employee monthly overtime reports.
- ☒ Assists Supervisor of Payroll Services, as needed.

Secondary:

- ☒ Attends monthly Board agenda reviews.
- ☒ Performs internal payroll audits.
- ☒ Coordinates daily operations of the payroll function.
- ☒ Provides employee annual communication notifications, as required.

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Secondary, continued:

- ☒ Meets with new hires to collect new hire paperwork and provide necessary payroll documents including appropriate timesheet, if applicable.
- ☒ Assists in verifying and entering timesheets.
- ☒ Assists in updating Payroll information and appropriate forms on the Human Resources Intranet site.
- ☒ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.