CRETE-MONEE SCHOOL DISTRICT 201-U
JOB DESCRIPTION

Job Title: Payroll Coordinator
Location: Central Office
Reports to: Director of Finance

Position Level: Classified/Non-Union
FLSA Status: Salary/Non-Exempt
Date Prepared: October 2026

Job Summary:

The Payroll Coordinator independently coordinates, manages, and executes the District's full-cycle payroll operations to ensure accurate, timely employee payments, deductions, reconciliations, and required state/federal reporting. This position exercises operational autonomy over payroll processing decisions, system configurations, and procedural adjustments, informing the Director of Finance of key actions and discrepancies rather than seeking prior administrative approval, while maintaining reliable payroll records, supporting district personnel, and continually refining payroll procedures in collaboration with Finance, Human Resources, and Benefits staff.

Supervisory Responsibility:

None

Qualifications:

Qualified individuals must possess the knowledge, skills, and abilities listed below and be able to perform the essential functions of the position with or without reasonable accommodation. The District provides reasonable accommodations to qualified applicants and employees with disabilities unless doing so would cause undue hardship.

- Advanced knowledge of full-cycle payroll processing, payroll accounting, complex reconciliations, internal controls, and independent decision-making regarding applicable payroll tax, wage, deduction, and retirement reporting requirements
- Ability to independently interpret, apply, and execute approved salary schedules, employment agreements, collective bargaining provisions, and District payroll procedures
- High level of experience using payroll or accounting software and advanced proficiency with spreadsheets, including complex formulas, data validation, and reconciliation. Experience with Skyward Qmlativ and Illinois public school retirement reporting is preferred
- Exceptional numerical accuracy, analytical skills, and attention to detail; proven ability to independently investigate causes of discrepancies and exercise sound judgment in determining appropriate corrective actions
- Ability to organize and lead recurring payroll cycles and concurrent assignments, meet strict firm deadlines, and maintain high accuracy amid interruptions and changing priorities
- Effective written and verbal communication skills, strong initiative, and the ability to explain complex payroll information clearly and work respectfully with employees, vendors, and colleagues
- Demonstrated ability to protect confidential employee and financial information, maintain organized records, document system procedures, and adapt to changes in statutory payroll requirements
- Ability to perform all duties following the Board of Education policies, regulations, and administrative procedures

Education, Licensure, & Experience:

- High school diploma or equivalent required
- Associate or Bachelor's degree in accounting, finance, or a related field preferred
- Minimum of three (3) to five (5) years of progressively responsible payroll experience required, with demonstrated experience managing full-cycle payroll processes independently

Crete-Monee School District 201-U is an equal opportunity employer. Qualified individuals with disabilities may request reasonable accommodations to perform the essential functions of the position or participate in the application and employment process, consistent with applicable law.

- Illinois public school payroll experience preferred
- Experience using enterprise payroll or accounting software required
- Skyward Qmlativ and Illinois public school retirement reporting experience preferred

Essential Job Functions:

- Independently lead, schedule, and process the full payroll cycle within established deadlines and regulatory frameworks
- Verify time and authorized source information and calculate regular wages, overtime, additional compensation, retroactive adjustments, leave-related payments, and final pay in accordance with applicable requirements and approved agreements
- Collaborate with Human Resources and Benefits to verify, audit, and implement approved employment, salary, benefit deduction, and leave changes
- Reconcile payroll-related leave information and sick leave bank transactions with designated staff; resolve authorization or eligibility questions or route exceptions as necessary
- Calculate, process, reconcile, and remit payroll taxes, retirement contributions, benefit deductions, union dues, garnishments, child support, and other authorized deductions and liabilities
- Process applicable taxable fringe benefits, including employer-provided life insurance
- Prepare, reconcile, and submit required payroll tax, unemployment, and retirement reports and payments, including applicable TRS supplemental retiree reports
- Prepare and distribute W-2s and other required payroll forms and independently resolve complex reporting discrepancies
- Maintain and configure payroll calendars, approved salary tables, deduction codes, tax and retirement rates, and core payroll system settings
- Independently evaluate, validate, and execute payroll system updates, troubleshooting, and procedural workflow modifications, informing the Director of Finance of significant operational updates
- Review and reconcile payroll registers, liability balances, and related financial records; perform assigned month-end closing procedures and generate comprehensive payroll analysis reports
- Investigate complex payroll discrepancies, determine root causes, and execute appropriate corrective actions, informing the Director of Finance of material adjustments or systemic issues
- Respond to employee payroll inquiries and explain calculations, deductions, and regulatory procedures clearly and confidentially
- Coordinate directly with retirement systems, vendors, and the third-party administrator for 403(b) and 457 contributions to resolve complex payroll-related issues
- Maintain accurate, secure, and retrievable payroll records and supporting documentation in accordance with District retention procedures
- Provide key payroll documentation, audit schedules, and operational explanations during internal/external audits and administrative reviews
- Author and update standard operating procedures (SOPs) for the payroll department, implement process improvements, and train designated backup staff
- Exercise day-to-day autonomy over payroll operations while adhering to internal controls and informing the Director of Finance of exceptions, major variances, or high-level policy considerations
- Perform other duties as assigned

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Physical Requirements:

The physical demands described below are representative of those that may be required to perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work primarily involves computer-based payroll processing, accessing and reviewing detailed records, and exchanging payroll information. No specific lifting, standing, walking, or unaided sensory ability is designated as an essential requirement

Working Conditions:

- Primarily an indoor office environment with frequent interruptions, confidential information, and recurring payroll and reporting deadlines
- Occasional additional hours may be needed for payroll, year-end reporting, audits, or system changes
- Scheduling and accommodation needs are considered individually while maintaining essential payroll deadlines

Terms of Employment:

- 12 months, 260 days
- Salary, work schedule, and benefits are established by the Board of Education

Evaluation:

- Per Board of Education policy 5:320 *Evaluation*

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. Duties may be modified or assigned consistent with the essential functions and operational needs of the District. This job description does not constitute an employment contract.

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