

Marquardt School District 15 Job Description

Job Title: Payroll Coordinator

Position Type: Full time, Non-Certified, 12-month

Supervises: N/A

Reports To: Business Manager

Evaluation: Evaluated by the Business Manager

Role Purpose: *The Payroll Coordinator is responsible for planning, processing, and maintaining accurate payroll records for all district employees. This position ensures compliance with federal and state laws, Illinois school finance and retirement pension regulations, collective bargaining agreement, Board policies and district procedures. The Payroll Coordinator works closely with Human Resources, administrators and employees to ensure timely and accurate payroll processing, benefit deductions, retirement reporting, and payroll tax compliance. This position directly assists the Business Manager in the coordination of all payroll and Business Office functions, responsibilities, and tasks.*

Qualifications

- Bachelor's degree is preferred
- Experience in the field of finance, payroll, accounts payable is preferred

Knowledge and Skills

- Collaborate and work cooperatively with District personnel
- High level of integrity and confidentiality in handling sensitive personnel information
- Understands how to build and maintain effective inter-departmental relationships
- Strong verbal and written communication skills
- Ability to plan, prioritize, and manage multiple projects simultaneously
- Demonstrates dependability and promptness
- Proficient skills in Microsoft programs

Essential Responsibilities

- Processes payroll for all employees including new hires, assignment changes, leaves, retirements, terminations, extra duty and rate changes.
- Prepares quarterly state and federal payroll tax returns.
- Ensures accurate retirement pension calculations and reports to TRS and IMRF.
- Process and submit accurate and timely liability payments.
- Prepares and distributes W2s.
- Conducts monthly insurance reconciliation.
- Completes employment verifications and unemployment claim inquiries.
- Assists the Business Manager in preparation of wage and benefits reports as requested.
- Maintains a thorough knowledge of law, rules, regulations and procedures involved in the preparation of payrolls.
- Assists with annual audits.
- Supports the Finance Coordinator as needed.
- Serves as primary backup for accounts payable.
- Responsible for fixed asset management.
- Special Projects as assigned by the Business Manager & Assist Supt of Finance & Operations

Work Environment

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

****The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.*

Reviewed/Revised: August 3, 2026

Salary Range: \$37-\$40/Hr