

TITLE: Assistant Coordinator of Payroll and Benefits

PURPOSE: To help ensure the prompt and accurate handling of all payroll and benefits processes. To assist in the bi-weekly processing of payroll.

QUALIFICATIONS:

- High School Diploma required; Bachelor's degree or three to five years of relevant District experience preferred.
- Knowledge of accounting and/or payroll principles and practices.
- Accurate mathematical computation.
- Proficient in Microsoft Office Applications, Word and Excel.
- Ability to analyze and solve more complex problems that may require research.
- Ability to accurately interpret and enforce Board Policy, Union Contracts, and State and Federal Laws.
- Advanced software skills including the ability to operate computerized accounting, spreadsheet, publishing, presentation, databases, and word processing programs.
- Excellent communication and interpersonal skills.
- Ability to work independently, recognize priorities in work load, and shift from job-to-job as needed.
- Understanding of payroll reporting including Pensions, and State and Federal obligations.
- Understanding of payroll garnishments and levies.
- Ability to maintain confidentiality.
- Attention to detail

REPORTS TO: Coordinator of Payroll

DUTIES & RESPONSIBILITIES:

(The following are the essential fundamentals to include but are not limited to the following job duties.)

- Verifies employment recommendations and timesheets
- Participates in the preparation and maintenance of payroll and benefits records, reports, and files all documents required for payroll and benefits coverage.
- Maintains employee deductions and withholdings, both voluntary and required.
- Ensures accurate and timely compilation of payroll data from timesheets and other records into the payroll system for the processing of bi-weekly payroll. Processes special pays such as retro pay, Schedule B, and stipends, etc. Reviews and analyzes payroll data for accuracy.

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UPDATED 5/1/2026

- Maintains wage garnishment and child support orders.
- Prepares Teacher Retirement System and Illinois Municipal Retirement Fund Reports.
- Maintains time clock system to keep employee transfers updated promptly.
- Assists with the maintenance of benefits records and documents required for benefit coverage.
- Reviews and audits monthly benefits statements.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the District.

TERMS OF EMPLOYMENT: 261 days

FSLA: Non-Exempt

CLASSIFICATION: 10

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of Administrative Support Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

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WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.