

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COORDINATOR-PAYROLL FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

An employee in this class is responsible for the production of accurate payroll checks and the collection and maintenance of accurate payroll information for all of the employees at the schools/departments assigned to the position. The information maintained by this employee is subject to an annual audit by independent auditors as required by law. The performance of these duties requires a detailed knowledge of current payroll laws and practices and the ability to review large volumes of detailed information for accuracy and completeness with a minimum of errors. Most actions are directed by the general policies and precedents of the system or by own judgement. The work requires a high degree of resourcefulness. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently, or on rare occasions consult with higher authority on matters that may have wide reaching impact. With the degree of exercise of independence in this class, an error could result in significantly reduced operational efficient for other staff members or substantial public embarrassment or inconvenience. The employee is expected to plan and organize work methods to produce the assigned outcomes.

Under general supervision, this employee performs technical bookkeeping and fiscal-clerical work in the Finance Division. Work involves administration and preparation of employee payroll records and related payments and withholdings. Employee is also responsible for maintaining personnel files related to payroll, leave and retirement programs and answering inquires pertaining to payroll programs. The Payroll Specialist is to assist in the administration of the District's business affairs to provide the maximum services for the financial resources available. The position reports to the Assistant Payroll Director and is a member of the Finance Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Obtains correct pay levels and authorizations to pay new employees from the Human Resources Department; setups up new employee records in the payroll system and verifies that applicable salary rates are properly applied.

Creates and maintains computer data files necessary to perform payroll operations:

- Employee Profiles (basic employee information, including name, address, telephone number, retirement numbers, employment anniversary, direct deposit, tax forms and payroll deductions)
- Employee Assignments (salary information, budget codes and account number information)
- Escrow Balances (pay withheld by the school district for installment pay periods)
- Leave Balance information, including used, earned, accrued and transferred leave
- Service dates and longevity information
- Employee benefit deductions including health, life, dental, vision, flexible spending accounts, cancer and disability during open enrollment and for all new employees.

Coordinates the payroll process for the assigned school/department employees:

- Coordinates the collection of attendance data from schools and department locations
- Prepares, verifies and enters data for monthly, semi-monthly and special payroll payments by computing proper payment according to the employees' status (i.e., 10-month, 12-month employee).

COORDINATOR-PAYROLL

- Answers questions from school treasurers and department administrators regarding payroll transmittal procedures.
- Verifies payroll by reviewing data submitted from schools and departments for accuracy regarding hours and days worked as well as absences.
- Computes special payments such as retroactive salary adjustments, longevity, summer school and compensation bonus payments, contributions and special withholdings.
- Keys changes in payroll deductions when necessary.
- Prepares and distributes payroll “turnaround” work sheets.

Understands policies, rules and regulations and laws governing State of North Carolina school payroll.

Verifies changes in salaries and employment status as authorized by Human Resources Department.
Processes checks for payroll.

Contacts financial institutions to resolve problems or discrepancies pertaining to direct deposits.

Maintains the filing of all monthly payroll timesheets and other payroll data.

Assists with the distribution of payroll checks to employees.

Records 12-month salary option for salaried employees as appropriate.

Reviews and ensures accuracy of longevity payments.

Edits longevity reports.

Maintains longevity files.

Ensures that employees are enrolled in health insurance and deleted off if the employee has resigned.

Processes payments for extended employment agreements performed by employees.

Maintains accounting of employee sick, personal and annual leave balances and certifies leave balances for employees transferring employment to other state agencies.

Verifies employee salaries on employment withdrawal forms of employees terminating state employment.

Calculates and provides employee salary projections for retiring employees and submits to the NC State Employees’ Retirement System.

Prepares employment verification forms.

Knowledge of the payroll calendars setup for each payroll run in the software program which controls the processing of payroll.

Knowledge of the North Carolina State chart of accounts.

COORDINATOR-PAYROLL

Verifies, distributes and answers inquiries regarding employee W-2 forms.

Answers telephone inquiries from administrators, principals, treasurers and employees concerning payroll problems in a courteous manner and with a positive attitude.

Maintains the payroll records, attendance files, and leave records so that they are available and easily located when asked for by the external auditors.

Provides ongoing training and retraining to the school treasurers and department administrators.

Opens and distributes incoming mail for the payroll department.

ADDITIONAL JOB FUNCTIONS

Assists where necessary in other areas of the Finance Department when called upon to do so.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or accounting (Associates degree preferred), and 1 to 2 years of experience in technical accounting or bookkeeping work, preferably dealing with payroll; or any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, check stuffers, check sealers, microfiche machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, turnaround documents, tax documents, payroll records, etc. Requires the ability to prepare correspondence, reports, checks, turnaround documents, tax reports, etc., using proper format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

COORDINATOR-PAYROLL

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, including office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Federal, State and local laws and School System policies and procedures governing payroll administration.

Ability to deal effectively with employees who are agitated over perceived payroll errors, and to work under pressure to resolve those problems with a positive attitude and a minimum of conflict.

Ability to express complicated ideas, such as the tax treatment of various kinds of payroll deductions, in such a way as to be easily understood by employees not familiar with these issues.

Considerable knowledge of employee benefit programs.

Considerable knowledge of accounting and office practices, methods, and procedures used by the School System.

General knowledge of County organization and operational policies and procedures.

Skill in preparing and maintaining payroll records, deductions and withholding reports through data processing means.

Ability and aptitude to use ERP integrated software system.

COORDINATOR-PAYROLL

Ability to perform payroll-related mathematical calculations with some degree of speed and proficiency.

Ability to use a 10-key calculator and a computer keyboard with some degree of speed and accuracy.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard payroll reports from books and records.

Ability to use Microsoft Excel and Word software packages, and also an IBM AS/400 system.

Ability to communicate effectively orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to explain payroll and related personnel matters to school system employees.

Ability to exercise independent judgement, discretion and confidentiality in handling confidential personnel records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.