COORDINATOR, PAYROLL

QUALIFICATIONS

Associate of Arts degree in business or at least five (5) years experience in payroll
Bachelor of Science in Business or a related field preferred
Experience with Marathon (Central Access) financial systems preferred
Minimum of three (3) years supervision experience required

REPORTS TO

Executive Director of Finance

SUPERVISES

Payroll personnel

JOB GOAL

To direct and ensure staff is paid accurately and timely. Performs all activities necessary to process multiple payroll cycles, including maintaining related records, filing tax reports, preparing accounting transactions and documents, and preparing special reports for management.

ESSENTIAL FUNCTIONS

Supervises the processing of payroll information, making corrections and adjustments to information as necessary, and preparing and processing supplementary payrolls.

Files reports on a pay period basis for federal withholding tax, state withholding tax, social security tax, retirement, and unemployment.

Makes additional deductions, balances, and forwards to the appropriate organizations; i.e. the, Blue Cross insurance, tax sheltered annuities, United Way donations, various garnishments and levies, various other insurance companies, and other savings plans such as cafeteria plans, etc.

Assists with documents related to Information Services and works with assigned personnel in Information Services and the Office of Human Resources to maintain payroll records and information.

Works with the systems analyst implementing the design of various reports needed to expedite the payroll.

Supervises and manages the daily processing of the payroll division.

Prepares accounting records and maintains payroll files in accordance with district processes and procedures.

Works with the auditors gathering any information concerning the payroll process.

Determines the needs, existing and future, of the payroll division and submits those needs to the Executive Director of Finance.

Computes or directs the computations of an salary adjustments required
Reports the cost of various benefits provided by the district to various committees inquiring for budgeting purposes.

Maintains employee wage records and groups these records in accordance with state and federal agencies.

Participates in and provides workshops and training sessions relating to payroll for district staff.

Participates in any district related orientation and workshops as needed.

Performs other related duties as requested or assigned.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SALARY INFORMATION**

Classification: Coordinator, Payroll
Scale: Administrative Salary Scale
Grade: C
Days Employed: 246 per school year
Range: $37,200.00-$60,000.00
Overtime: Exempt

**CODES**

MS Personnel/Accreditation Data: 751044 (Other Business Office Staff)