

Killeen Independent School District

Job Description

Job Title: Coordinator Payroll Services

Exemption Status/Test: Exempt

Reports to: Controller

Date Revised: September 6, 2019

Dept./School: Payroll

Pay Grade: AM6

Primary Purpose:

Supervises and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing assigned duties.

Qualifications:

Education/Certification:

Bachelor's degree in Accounting, Finance or Business Administration and three years of related experience.

Special Knowledge/Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Major Responsibilities and Duties:

Reviews, or directs review of, newly hired workers' names, rates of pay, and occupations, and modifies wage rates and occupations of employees on payroll.

Records, or directs recording of, new or changed pay rates in payroll registers and computer files.

Directs computation of pay according to school district policy.

Directs compilation and preparation of other payroll data such as pension, insurance, sick leave, and credit union payments.

Reviews and approves payroll deductions.

Maintains an understanding of the Fair Labor Standards Act and ensures compliance with this act to all payrolls.

Directs preparation of government reports.

Reviews payroll to ensure accuracy.

Determines work procedures, prepares work schedules, and expedites workflow.

Ensures the monthly reconciliation of all payroll liability general ledger accounts.

Develop reports and reporting systems to provide district management with information for decision making.

Assists in the preparation of annual surveys and periodic requests for information by Texas educational groups and school districts.

Studies and standardizes procedures to improve efficiency of subordinates.

Keeps records of leave pay and nontaxable wages.

Assists with development and review of internal controls.

Works with other departments, as necessary, to create efficient and accurate processes.

Prepares and issues paychecks.

Performs other duties as assigned.

Supervisory Responsibilities:

Directly supervises employees in the Payroll Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

Mental Demands: Work with frequent interruptions; emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

