



JOB TITLE: Payroll Coordinator
DATE REVISED: January 10, 2023
REPORTS TO: Payroll Director
DEPARTMENT/CAMPUS: Business & Financial Services - Payroll
FLSA: Exempt
PAY GRADE/DUTY DAYS: AP3, 235

JOB PURPOSE SUMMARY:

This position is responsible for leading the day-to-day and cycle-based payroll transactional activity to ensure payroll transactions are consistently processed in a timely, accurate, and compliant manner.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Payroll:

1. Creates and implements various payroll production workflows and supporting resources including, without limitation, payroll processing checklists, payroll calendars, and pay cycle dates.
2. Reviews payroll pay cycle errors and warnings regularly to correct payroll issues.
3. Delegates payroll errors to appropriate internal department staff for correction, as necessary.
4. Reviews other payroll information in the applicable system(s) of record to proactively identify and correct issues..
5. Reviews timecards regularly for errors, warnings, and anomalies, and identifies and applies appropriate remedial measures, as necessary.
6. Corresponds with timekeeping editors regularly to ensure timecards are configured and approved timely and accurately.
7. Reviews paychecks reflective of overpayment to ensure subsequent paycheck(s) are processed correctly.
8. Processes payroll and ACH file uploads regularly for part-time, substitute, and temporary personnel, as well as for personnel working in job functions exempt and non-exempt under Fair Labor Standards Act (FLSA).
9. Creates, posts, and prints payroll deduction checks in accordance with the applicable payroll schedule, or as otherwise directed.
10. Enters and maintains necessary supporting documentation for supplemental duty time earned by employees in job functions exempt under FLSA.
11. Processes supplemental payroll runs, as necessary.
12. Completes ACH prenote verifications for new requests for direct deposit.
13. Processes and reconciles Form 941 with applicable payroll period.
14. Reissues ACH payments, as necessary, to correct ACH returns due to inaccurate or inactive direct deposit accounts.
15. Interfaces with the Human Resources Department regularly in coordinating timely and appropriate resolution to employee paycheck related inquiries or issues.
16. Recalls, voids, and/or issues adjustment checks, when necessary, and monitors check activity.
17. Accounts for all pay changes that occur outside the standard payroll cycle for tax purposes and check activity monitoring.
18. Assists other financial personnel within the department in researching payroll related information, as necessary.
19. Reviews and uploads benefit change files in accordance with the applicable payroll schedule.
20. Processes manual payroll related entries including, without limitation, benefit change files, for inactive employees.
21. Reconciles District insurance premiums monthly, or as otherwise directed, and requests payment or credits, as necessary.

Payroll Coordinator Job Description

22. Reconciles year-to-date District insurance premiums to the general ledger monthly, or as otherwise directed.
23. Reviews applicable HR related lists and related documents to ensure payroll adjustments such as deductions and additional pay are handled timely, accurately, and in compliance with applicable regulations.
24. Submits payroll edits to Auxiliary Departments timely, and assists with correcting errors, as necessary.
25. Facilitates, or otherwise supports the facilitation of, the training of payroll personnel within the department.
26. Provides backup support for other payroll personnel within the department, as needed.

Compliance:

27. Performs all assigned work activities in accordance with standard procedures and protocols established by the department, District, and in accordance with applicable local, state, and federal regulations.
28. Maintains relevant and up-to-date knowledge and understanding of payroll processing methods and protocols.
29. Monitors respective and team work activity for variances and anomalies.
30. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
31. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
32. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

33. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
34. Assists department leadership in the compilation of miscellaneous confidential reports.
35. Attends departmental and organizational meetings, as required.
36. Attends conferences, seminars, and related educational events to maintain proficient understanding and working knowledge respective to the job function and industry.
37. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
38. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
39. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
40. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, Outlook, and PowerPoint, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
41. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's degree in Accounting, or related field
- Five years of experience working in a same or similar capacity
- Or an equivalent combination of education and work experience

CORE KNOWLEDGE, SKILLS & ABILITIES:

Organization - Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental deadlines.

Attention to Detail – Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

Payroll Coordinator
Job Description

Customer Service Orientation – Demonstrates concern for meeting internal and external customers' needs in a manner that provides satisfaction for the customer within the resources that can be made available.

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, working towards a common goal while adhering to departmental deadlines and district guidelines.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____