



Lafayette Parish School System Job Description

Job Title: Payroll Coordinator
Department: Payroll
Reports To: Supervisor of Payroll
Approved Date:

Salary Scale: Administrative/Professional
Pay Grade: Pay Grade 7
FLSA Status: Exempt
Days: 244-days
2002 Sales Tax Eligible: No

SUMMARY OF POSITION: Manage workers compensation and retirement DROP (Deferred Retirement Option Plan) calculations. Oversee all district leave reporting, including Medical Leaves. Assist in training of departmental clerical staff. Assist with recurring and non-recurring payroll and retirement reporting requirements.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: Bachelor's degree in Accounting or Finance; One (1) year of experience in payroll; Any equivalent combination of acceptable experience will be considered.

Bachelor's degree; in Accounting preferred; One (1) year of experience in payroll; Any acceptable combination equivalent will be considered.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Manage workers compensation payroll adjustments by working in conjunction with Risk Management and Workers Compensation claims adjusters and make updates to employee files accordingly
- Calculate monthly pay and/or year-end payout for employees on worker's compensation adjusting for indemnity payments.
- Assist in preparation of Workers Compensation wage requests as needed.
- Evaluate monthly Medical Leave entries by staff and reconcile to approved Medical Leave letters. Adjust as necessary.
- Allocate leave balances to all new employees and adjust leaves as needed for transferring employees according to LPSS leave policy on a timely basis.
- Review all leave postings for the month and make determinations in regards to excessive leave docks which may need to be addressed for potential future overpayments or employees on unauthorized leave. Evaluate uncommon leave types for accuracy (ex. JURY, OTH, MILT, PROF, etc.)
- Update employee leaves according to correction forms as received including setting up and refund of docks as applicable.
- Manage leave roll adjustments to include a thorough review of leave days and leave plans, pro-rating Annual leave days for new hires during the prior fiscal year, validating employees are on the appropriate leave plan accumulating the correct number of days according to their start date and adjusting for individuals hired after mid-year to remain in compliance with LPSS Leave Policy.
- Perform monthly calculations for employees entering and exiting the DROP program. Update employee deductions and benefits to collect retirement according to DROP dates. Monitor monthly payrolls for these individuals for accuracy.
- Maintain monthly severance payouts to eligible employees according to LPSS policy. Calculate amount, set up payments and adjust leave days in the system accordingly.
- Process payroll as required. Typically includes the Substitute Payroll and the End-of-Month Correction run. May include additional special runs throughout the month as well.
 - Total and balance of the payroll for depositing taxes and paying elective payroll deductions.
 - Correct and verify retirement data
 - Prepare payment vouchers for insurance funds, association dues and credit union payments, etc.
 - Review and adjust for changes and assures that the payroll is processed as scheduled and funds transferred to cover payment.
 - Prepare and transmit federal and state taxes in a timely manner to avoid any interest and penalties associated with late or incorrect payments.
- Answers employee payroll questions in a professional manner.
- Considerable knowledge of payroll processes, procedures, practices, and reporting requirements.

- Considerable knowledge of all employee benefits and deductions available to school board employees.
- Considerable knowledge of federal and state laws and school board regulations and codes regarding payroll.
- Ability to maintain complex records and complete federal and state reporting procedures.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively, orally and in writing.
- Ability to make arithmetical computations rapidly and accurately.

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses,

heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

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. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date