

PAYROLL COORDINATOR

QUALIFICATIONS:

1. Any combination of education and experience providing the required skill knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
2. Bachelor's degree in Accounting or related field, with coursework in business, math, accounting, bookkeeping, and financial recordkeeping.
3. Successful bookkeeping and/or accounting experience, with a minimum of 2 years preferred.
4. Experience in payroll information and data processing.
5. Experience with computer applications.

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: To provide prompt and accurate processing of payroll and handling of payroll related matters

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Organizational and time management skills.
2. Ability to report work orally and in writing to supervisor, as required.
3. Ability to carry out instructions furnished in written and oral form.
4. Ability to add, subtract, multiply, divide, and perform complex arithmetic operations utilizing calculating equipment.
5. Ability to understand, apply, and use personal computers and software applications (e.g., Word, Excel).
6. Ability to problem-solve job-related issues.
7. Ability to process paperwork accurately according to standardized procedures.
8. Ability to maintain the confidentiality of information regarding school district financial, personnel, and other sensitive information.
9. Ability to establish and maintain cooperative working relationships with others.
10. Ability to plan and direct operations of financial data processing with little supervision or guidance.
11. Ability to key information accurately, with moderate speed.
12. Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that are required of the audit.
13. Compiles statistical and payroll data from a variety of sources (e.g. timesheets/payroll, salary adjustments, leave, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.

14. Confers with a variety of internal and external parties (e.g. employees, County/State/Federal agencies, auditors, vendors, banking institutions, etc.) for the purpose of ensuring accurate payroll processing.
15. Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
16. Informs staff and/or outside parties regarding procedural requirements for the purpose of processing transactions
17. Processes and maintains a wide variety of payroll documents and materials (e.g. time sheets, withholding information, leaves, supplements, stipends, etc.) for the purpose of disseminating and ensuring the availability of documentation to appropriate parties.
18. Plans, directs, and processes the data processing functions in all school district accounting and bookkeeping activities as follows:
 - Processes payroll data
 - Print payroll and withholding checks at the end of each pay period
 - Obtains required signatures of authorization for payroll checks
19. Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, salary, supplements, stipends, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
20. Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, direct deposits, etc.) for the purpose of providing appropriate action and/or complying with established fiscal guidelines.
21. Maintains an accurate payroll database for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
22. Supports data processing department in completing payroll operations for the purpose of ensuring the timely and accurate payroll generation.
23. Works with the Human Resources department to safeguard privacy of employee information with no information released without employee approval except as outlined in employee handbook.
24. Assists the Human Resources department in verifying employment information.
25. Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
26. Performs other tasks, as assigned by the CFO and other administrators, as designated by the Superintendent.
27. Demonstrates prompt and regular attendance daily.
28. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: As determined by the Board of Trustees. This is an “at-will” position reporting 235 days per year.

EVALUATION: Annually