

Pflugerville Independent School District - Job Description

Job Title/Position:	Payroll Coordinator	Department/School:	Finance
Pay Information:	Organizational Leadership Compensation Plan	Supervised By:	Director, Payroll
FLSA:	Exempt	Date Revised:	October 2025

Primary Purpose:

Support the Director of Payroll in managing and executing all aspects of payroll processing, ensuring accuracy, compliance, and excellent service delivery. Provide direct supervision and leadership to payroll team members to maintain efficient operations and promote professional growth.

Minimum Qualifications (Experience / Education / Certification):

Bachelor's degree in Accounting, Business Administration or related field and two years of payroll/accounting related experience, or equivalent school district payroll/accounting experience, TASBO certification preferred.

Major Responsibilities:

1. Assist the Director of Payroll and staff with preparation and distribution of payroll, ensuring data accuracy, adherence to standards and procedures, and timely resolution of issues and discrepancies.
2. Process employee payroll data (new hires, changes, additional earning, etc.) from the HR system of record to the payroll system.
3. Process and reconcile employee time and attendance data from time sheets.
4. Accurately calculate and process employee pay, including adjustments and corrections.
5. Distribute electronic communication related to checks and direct deposits.
6. Supervise payroll team members, providing direction, coaching, and performance feedback to ensure accuracy, efficiency, and accountability.
7. Ensure cross-training among staff to maintain seamless payroll operations and service continuity.
8. Oversee payroll processing for regular, special, and supplemental payrolls, ensuring compliance with established standards and timelines.
9. Foster a positive, collaborative team environment that supports professional development and morale.
10. Assist with preparation and submission of regular reports including Teacher Retirement System (TRS) reports, Unemployment reports, and IRS 941 quarterly filings.
11. Verify employee demographics and employment data for monthly TRS reporting, including new hires, resignations, and certification forms.
12. Maintain payroll files, ensure records are complete and organized, and update payroll forms as needed.
13. Create and analyze payroll reports to support internal and external requests.
14. Collaborate with Human Resources, Finance, and other departments to ensure consistent and accurate payroll processes.
15. Work closely with the HR Position Management team to confirm hire dates, separation dates, and final pay calculations.
16. Assist with new hire orientations for all employee types and provide training to campus and department personnel on payroll and timekeeping procedures.
17. Provide timely, high-quality customer service to employees, addressing payroll questions and concerns.
18. Participate in team-building activities and collaborative decision-making processes.
19. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
20. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of Texas Education Agency account code structure
- Knowledge of Teacher Retirement System rules and regulations
- Knowledge of applicable federal, state, and local laws, guidelines and procedures
- Knowledge of district payroll rules and regulations
- Knowledge of accounting and basic auditing principles
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to personal computers, calculators, and printers
- Skill in ability to prioritize and organize work responsibilities effectively to meet deadlines
- Skill in working with word processing and high-level use of Microsoft Excel
- Skill in working in collaborative team-based environments.

Supervisory Responsibilities:

Supervise and evaluate the performance of assigned staff

Working Conditions (Mental Demands / Physical Demands / Environmental Demands):

Prolonged use of computer, work regularly requires work outside the normal work week; must be able to push, pull, lift, and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____