Renton School District
JOB DESCRIPTION

JOB TITLE: Payroll Coordinator

REPORTS TO: Payroll Manager

UNIT CLASSIFICATION: Professional Technical

PRIMARY PURPOSE:

The primary purpose of this position is to independently process complex payroll transactions for the district. Under guidance, the incumbents of this job will coordinate and personally perform analytical accounting and technical work in connection with the timely preparation of payroll and related analytical synchronized reports and data consistent with applicable laws, regulations, policies, procedures, bargaining contracts, and district policy.

ESSENTIAL FUNCTIONS*:

1. Maintain database of employee payroll-related information; verify and enter new and updated data for employees such as personal information, payroll deductions, leave balances, statutory and non-statutory benefits, and tax codes; verify and modify data for an individual employee or a group of employees as appropriate as specified by federal, district policy and/or union collective bargaining agreements.
2. Research and respond to exception reporting of employee pay; follow through with necessary corrections, coordinating with employees and departments involved; and reconcile all data entered.
3. Audit and review for accuracy the employee contracts and pay information provided by Human Resources.
4. Responsible for auditing and editing the electronic data for certificated and classified substitute pay and employee time off for processing through payroll.
5. Audit and maintain database used to reconcile optional time available outside of the employee's contract pay.
6. Produce and verify for accuracy a variety of standard and ad hoc reports required for verification of information in the payroll database or as requested by district departments, unions, or other external entities.
7. Input ongoing leave requests according to guidelines and policies.
8. Coordinate employee deductions for Workers Compensation.
9. Monitor the monthly final payroll processes and warrant preparation for distribution.
10. Prepare and audit warrant registers and adjustments reported to the County Treasurer.
11. Assist and respond to employee inquiries concerning payroll/benefits-related matters.
12. Assist employees who utilize the electronic enrollment system for benefits.

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* The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by determination of an appropriate administrator and Human Resources.

13. Audit and reconcile monthly billings for various payroll/benefits vendors and providers of medical, vision, and dental insurance.
14. Prepare warrants or warrant requests and adjustments for pay adjustments; make necessary entries and/or adjustments to employee records and vendor records; prepare notification to the County Treasurer.
15. Process verifications of employment.
16. Calculation of annual processes including sick leave cash out and charitable contributions.
17. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.

OTHER FUNCTIONS:

1. Support other payroll positions or special projects as assigned.
2. Serve as a member of the Business Services Team.
3. Attend workshops and trainings in payroll practices and procedures in support of ongoing professional development.

WORKING RELATIONSHIPS:

Reports to Payroll Manager. Interacts regularly with other Business Services staff, Human Resources staff, and certificated and classified employees throughout the district. Contacts with individuals outside of the district include occasional contact with union representatives, representatives of various vendors, and staff at the County Finance Office.

WORKING CONDITIONS:

Experiences inflexible deadlines and interruptions. Position requires visual and mental concentration on detail, dexterity and precision. Position also requires sitting, standing, walking, carrying, lifting, filing, hearing speaking, writing, keyboarding, extended periods of time reading from a computer monitor, and occasionally deal with distraught or frustrated individuals.

MINIMUM QUALIFICATIONS:

Successful job incumbents will demonstrate a level of the knowledge, skills and abilities as listed below.

Education and Experience

- Associates of Arts Degree in Accounting or Business;
- Three years of payroll/benefits work experience required.
- Five years of payroll/benefits work experience preferred.
- Certified School Business Specialist certificate issued by the Washington Association of School Business Officials preferred (or attained within two years of employment), or proof of equivalent knowledge level.

Required Knowledge, Skills and Abilities

- Knowledge of payroll systems and processes equivalent to that required for Certified Payroll Professional certificate issued by the American Payroll Association or Certified School Business Specialist certificate issued by the Washington Association of School Business Officials.
- Knowledge of Payroll, Human Resources, and Time and Attendance software systems and procedures. Experience in Skyward system desired.
- Knowledge of basic accounting and bookkeeping practices.
- Knowledge of federal and state laws and regulations affecting payroll processes and procedures.
- Skill and accuracy in mathematical calculations.
- Skill and accuracy in operating computerized programs including word processing, spreadsheet, database, presentation, and specialized software, ten key, and other office equipment.
- Ability to accurately proof and edit various types of documents.
- Ability to apply technical knowledge to a variety of complex transactions.
- Ability to attend to detail and produce accurate work products.
- Ability to be flexible and work effectively under pressure.
- Ability to communicate clearly to a variety of constituents, both orally and in writing.
- Ability to deal with customers in a positive, calm and courteous manner.
- Ability to establish and maintain effective working relationships with district staff, and outside vendors.
- Ability to evaluate processes for efficiency and effectiveness and present recommendations.
- Ability to exhibit good judgment when dealing with sensitive information and maintain confidentiality.
- Ability to set priorities and coordinate multiple activities simultaneously and to meet established timelines for each activity.
- Ability to understand, apply, and explain information from statutory and regulatory documents.
- Ability to work independently with a minimum of supervision.

FAIR LABOR STANDARDS ACT:

Non-exempt

EVALUATION:

Evaluation responsibilities are assigned to the Payroll Manager.