

Title: Payroll Systems Coordinator

Scope of Work: District Payroll

Qualifications: Associate or Bachelors' Degree (or relevant work experience) with 3-5 years payroll processing and/or business finance office experience preferred. HR, Training, and Grants experience a plus.

- Microsoft Office including Outlook, Word and Excel
- Financial and Fund Accounting Software (preferable MUNIS)
- Time Keeping Software (currently Time Clock Plus)
- Complex School Environment
- Strong Interpersonal Skills

Reports to & evaluated by: Payroll Manager

Performance Responsibilities:

This is a multi-tasked confidential position requiring potential interaction with all employees of the Concord School District as well as vendors.

- Enter & Maintain Employee Database in MUNIS
 - Processing New Hires & Terminations
 - Direct Deposit & monitoring of Prenote Process
 - W-4 changes
 - Updating employee pay screens based on recommendations
 - Enter Wage Assignments & Garnishments
 - Enter annual information for:
 - Health insurance declinations
 - Co-Curricular Stipends
 - Fall, Winters & Spring Sports Stipends
 - Summer School set ups
- Responsible for the overall Management and Administration of the Timekeeping System for all departments in the Concord School District (currently Time Clock Plus)
 - Processing New Hires, Changes & Termination
 - Training new users in how to use system
 - Travel to schools & departments to conduct training as needed
 - Works closely with School Administrators, Assistant Administrators, Administrative Assistants, and time approvers to ensure accurate timekeeping protocols are maintained and deadlines are met.
- Works with Grants Manager in connection with Federal Projects including:
 - Preparing personnel activity reports for grant funded staffing including semi-annual certifications
 - Initiates and maintains general & grant funded stipend contracts

- Bi-Weekly Payroll Processing, including but not limited to:
 - Supervising the school and department administrative assistants in the finalizing of timekeeping batches for departments including (but not limited to): Transportation, Community Education, Maintenance, Custodians, Food Services, Athletic (Coaches & Game Workers), Co-Curricular, RBT Training, Professional Development and Miscellaneous pay above contracts.
 - Process Substitute Teacher Payments
 - Proof and Process Attendance Batches as received from Schools & Departments
 - Calculate Blended Rate Overtime as needed
 - Payroll Finalization including but not limited to:
 - Printing Live Checks & Direct Deposit Advices
 - Generating & Saving Required Reports
 - Coordinate Deliver of Checks to Schools, Department & Post Office
 - Creates and processes Direct Deposit & ACH Files for Bank Processing
- Strong Working knowledge of 9 bargain unit agreements (CBA's) as well as unaffiliated employee contracts. Involved with contract negotiations as needed relative to implementation of potential and new changes to salaries and benefits.
- 403b Contribution Maintenance
 - Responsible for maintenance of EPARS system
 - Set up new contributions and made changes as they occur
 - Balance contributions after each payroll for the 16 investment providers
 - Submit ACH file for processing
 - Resolves issues with TPA
- Month End Vendor Reports
 - Creates and balances union deductions for remittance to unions and bargaining unit representatives.
 - Balances United Way
 - Other reports as needed
- Year-End W-2 Processing and distribution in accordance with federal guidelines.
- Supervise Human Resources & Payroll Administrative Assistant relative to responsibilities related to payroll including attendance monitoring, employment verifications, maintaining payroll files, and other duties as assigned.
- Serves as back up to Payroll Manager with the ability to execute the entire payroll process without the Manager's presence in the event of an emergency. Trained in all aspects of Payroll Manager position including NHRS monthly and annual reporting, Year-End tax changes, quarterly 941 tax returns, year-end balloon payments and accrual processing.
- Serves as co-facilitator of the District's Joint Loss Management / Safety Committee
- Any other payroll related duties as assigned.