

HUDSON SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Payroll Coordinator
POSITION STATUS: Hourly Non-Exempt
UNION (if applicable): Non-Union
LOCATION: SAU Building
REPORTING TO: Finance Director

JOB SUMMARY: The Payroll Coordinator performs a variety of financial clerical and technical activities involved in the preparation, processing and maintenance of the district's payroll including preparation of paychecks, direct deposits and payroll liabilities.

RESPONSIBILITIES:

- Compile, calculate and generate biweekly district payroll in an accurate and complete manner including deductions for withholding tax, pension, social security, health insurance and such other required deductions in accordance with school district policies, federal and state requirements. Verifies all payroll and deduction amounts before and after all payroll and deduction checks are printed.
- Print, distribute and mail paychecks and direct deposit advices on a timely basis in conjunction with state wage compensation laws. Prints all appropriate reporting, registers on payroll warrants and maintains complete, accurate records of payroll activity; deductions, adjustments, and timesheets in keeping with federal, state recordkeeping practices.
- Successfully verify, balance, and adjust all payroll accounts with the general ledger.
- Process, print and distribute all employee W-2 reporting.
- Prepare payroll calendar with administration.
- Oversee Time and Attendance functions; use of available paid leave being performed at the school level and perform this function for District and SAU staff. Manage and maintain all accrual tables.
- Interpret and calculate miscellaneous forms of compensation, computes salary adjustments for unpaid leave or termination of employment.
- Create, update, and maintain employee database information related to the payroll module. Process employee status changes from HR, verifying proper account codes and employee classifications. Computes overtime compensation assuring proper authorization.
- Coordinate with HR Generalist concerning insurance deductions and payments to providers.
- Respond to employee inquiries regarding issues related to their pay. Cooperate and interact with District, NHRS and Worker Compensation auditors to provide requested information and any required reporting.
- Responsible for timely and accurate submission of all monthly, quarterly, annual reporting to include but not limited to NHRS, MA tax, 941's, unemployment.
- Participate in preparation of documents for audits.
- Establish and maintain positive, supportive and effective working relationships with others; contributing to a team environment within the Finance Dept, with other departments in Central Office and all school district staff in a manner that relates to the District's mission and commitment to excellence.
- Implement compensation policies in union agreements as interpreted and analyzed by HR.
- Learn and keep up to date on laws and regulations related to payroll practices, governmental tax tables and the NH Retirement system to ensure compliance.
- Act with integrity, discretion, responsibility and in an ethical manner in all aspects of carrying out the requirements of this position.
- Maintain knowledge of current collective bargaining agreements (CBAs).
- Keep confidentiality of personnel matters.
- Perform all other duties as requested or assigned.

SUPERVISORY RESPONSIBILITIES:

- N/A

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SKILLS/QUALIFICATIONS:

- Knowledge of recordkeeping requirements, basic bookkeeping and accounting practices and procedures.
- Ability to perform mathematical calculations quickly and accurately. Proficient with Microsoft Office products.
- Strong interpersonal, verbal and written communication skills. Ability to present written documents that are clear, concise and grammatically correct.
- Competent in the use of payroll software programs/ERP Pro. Excellent keyboarding skills and attention to detail are required.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent. Some college experience or coursework in accounting, bookkeeping or business office management preferred.
- Two years payroll processing experience required inclusive of preparing, verifying and processing an assigned major payroll; preferably in the public sector.

PHYSICAL REQUIREMENTS:

- In a normal workday, the employee may be required to combine standing, walking and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 15 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

I have read and understand this job description.

Signature:

Date:
