



WARREN COUNTY R-III SCHOOL DISTRICT JOB DESCRIPTION

Position Title:	Payroll Coordinator
Reports to:	CFO
Classification:	Classified Staff
FLSA Status:	Non-Exempt
Terms of Employment:	260 Days Salary and work to be established by the Board.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.
Compensation:	According to Classified salary schedule

JOB SUMMARY:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality of information gained through the performance of the position.
2. Maintains accurate and complete files
3. Maintains records required by policy, regulations and the law
4. Process Monthly Payroll
5. Updates Annual Base Reporting for retirement
6. Process Direct Deposit & Pre-notes
7. Receive Garnishments and process
8. Create Employee Game Passes annually and throughout the year as needed
9. Prepares Quarterly Taxes
10. Sets up Random Drug Testing each quarter
11. Prepares SDAC Reports for the Special Education department
12. Maintains SISTime and run reports
13. Reviews unemployment claims and sends protests for non-payment
14. Process W2's
15. Maintains Leave
16. Prepares Federal & State Taxes
17. Pay Unused Sick Leave at year-end
18. Update/Add insurance rates, deductions, etc. as necessary
19. Update NEA & MSTA dues as necessary
20. Take Deposits, taxes, etc. to bank
21. Review and process absentees from each building
22. Counts number of days from the various transportation calendars
23. Answers requests of employment verification verbally and written

24. Collects all building transfer requests
25. Add new substitute work records, add to SISTime and send portal instructions
26. Help employees with portal and leave submittal
27. Assist employees with payroll questions
28. Assist secretaries with leave questions
29. Process EMERS (PSRS & PEERS) each month
30. Track Retiree Hours
31. Completes annual retirement reporting
32. Other related duties as assigned

SUPERVISORY RESPONSIBILITIES:

The Finance Coordinator does not have any direct supervisory duties, but does assist the CFO in the evaluation process for the business department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. Hours equal to Associates in Accounting plus experience.
2. Prior experience managing business operations in the accounting field with preference provided to candidates with public school experience.
3. Prior experience/training with computer software and accounting applications.
4. Such modification of the above qualifications as the Board of Education shall find appropriate.

COMMUNICATION SKILLS:

1. Must have effective oral and written communication skills.
2. Must have strong interpersonal communication skills.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.

REASONING ABILITY:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Ability to work independently.
2. Strong organizational skills and detail-oriented.
3. Ability to perform duties in full compliance with all District requirements and Board policies.
4. Ability to learn and utilize software programs and/or databases as related to finance management.
5. Knowledge of current State and Federal statutes and regulations governing fiscal management.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. The employee frequently is required to walk and use fingers, tools, and/or various controls. The employee must occasionally stand and reach with arms and hands. Specific vision abilities required by this job

include close vision and depth perception. Occasionally, the employee will lift up to 50 pounds, such as, to lift files, papers and equipment.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

Payroll Coordinator

Revised: 2/22/16