

SECTION ADMINISTRATIVE SUPPORT PERSONNEL

AREA BUSINESS OFFICE

TITLE: Payroll Coordinator

QUALIFICATIONS:

1. Experience with payroll operations and procedures.
2. Working knowledge of TPAF/PERS regulations.
3. Experience with Federal and State Tax reporting.
4. School District and Computer Solutions, Inc. payroll software experience preferred.
5. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Payroll Coordinator is directly responsible to the School Business Administrator.

JOB GOAL:

The Payroll Coordinator serves as the day to day supervisor of the Payroll Office and is responsible for preparing a timely and accurate payroll along with tax reporting and agency remittances.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The Payroll Coordinator shall be evaluated in writing by the Business Administrator in accordance with Policy 4022, Evaluation of Staff. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

A. Business and Finance

Under the direction of the School Business Administrator:

1. Directly supervises the Payroll Department personnel and operations.
2. Is responsible for accurate and timely remittance of taxes and agency payments.
3. Assists in the supervision of the preparation of all payrolls and the proper maintenance of payroll records.
4. Assists with the development of the annual payroll budget.

5. Assists in the execution of the enacted budget including administrative controls where required.
6. Assists the District Auditors in the preparation for the annual audit.
7. Assists in the supervision of pension applications, withdrawals, transfers, loans, unemployment compensation fund and retirements.

C. Other Duties

1. Works effectively with public and private agencies as they relate to the payroll system.
2. Performs monthly reconciliations of payroll accounts, developing outstanding check lists.
3. Assumes other duties and responsibilities incidental to the office or as assigned by the School Business Administrator.

Approved 2/22/05