

Payroll/Employee Coordinator

Administration

Non-exempt

General Definition of Work

Performs intermediate skilled work involving the preparation and maintenance of payroll processing and related records, maintains employment records and documentation, and related work as apparent or assigned. Work is performed under the limited supervision of the Business Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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 essential function.

Essential Functions

Maintains appropriate financial records relating to payroll processing.

Performs payroll tasks and responsibilities including report and ledger verification and reconciliation and disbursement of payments.

Works with Business Manager to prepare quarterly federal and state tax reports, prepares and reconciles W2s and payroll tax reports for year-end, along with ACA and 1095 reporting.

Processes medical changes and updates; provides COBRA information.

Files timesheets and other reports.

Maintains records and files appropriate reports with retirement accounts, flex plans, unemployment and workers compensation.

Evaluations, explains and maintains District benefit plans.

Works with Business Manager and Superintendent to coordinate health, dental, workers compensation and other insurance and benefit plans.

Processes time off and leaves of absence.

Works with administration and employees to complete all required and necessary employment records.

Facilitates onboarding of new employees, and provides ongoing training for all employees as needed.

Requires ongoing training on UFARS and related MDE requirements.

Knowledge, Skills and Abilities

Thorough knowledge of payroll processing and requirements; general knowledge of accounts payable and accounts receivable systems and procedures; general knowledge of accounting principles; knowledge of human resources and benefits programs; skill in the use of modern office equipment and related software; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations; ability to communicate professionally, clearly and effectively in writing, in person and over the phone; ability to establish and maintain effective working relationships with associates, agents, school district employees and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, payroll, human resources, or related field and considerable experience working within a school district business office, using various school financing software, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, speaking or hearing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.