

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Payroll Coordinator**
 Pay Schedule/Range:
 Prepared/Revised Date: **June 14, 2021**

Reports To: **Business Manager/CSBO**
 FLSA Status: **Not Exempt**
 Work Year: **259-261 Days**

SUMMARY: The payroll coordinator is responsible for performing all daily payroll operations to the highest quality standards which further the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on district need.*

Job Tasks Descriptions	Frequency	% of Time
1. Processes all aspects of payroll (including deductions/liabilities including Federal/State Taxes, Medicare, Social Security, Pensions, benefits and all other salary deductions) in a timely manner to ensure paychecks are prepared by established payroll dates	D	50
2. Maintains tracking system of employee attendance and monitors employee leave balances	D	5
3. Submits 403(b) data and works with third party administrator to establish and maintain salary reduction agreements for employees	D	5
4. Prepares and maintains personnel files and assists with on-boarding of new employees with regards to personnel files and payroll information	D	5
5. Prepares accurate and timely mandated reports including Tax Form 941, TRS Annual Report, W2s, and 1099s.	M/A	5
6. Responds to external employment and salary verifications	D	5
7. Assists in ensuring timely completion of annual audit and/or program audits and ensuring implementation of any needed changes or adjustments	D	5
8. Maintains professional behavior, appearance, and work ethic to represent school district at all times which includes maintaining confidentiality of staff/personnel information	D	5
9. Maintains flexible hours to assure that the payroll process is accurately completed to meet all payroll deadlines	D	5
10. Assists with the development, implementation, and maintenance of accounting software and recommends new accounting methods or ideas within the business office to increase productivity and time management	D	5
11. Perform such other duties related to the position as may be assigned by the Business Manager and/or Superintendent	D	5
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum three years of accounting experience.
- Knowledge in the use of financial software applications (public school software preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities including but not limited to Microsoft Excel and Microsoft Word
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Business Manager/CSBO	
Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.