



## **Payroll Coordinator**

**Department:** Business Services/District Office

**Contract:** 260 Days

**Supervisor:** Director of Business Services

**Status:** Exempt

### **Position Overview & Responsibilities**

Coordinates, prepares, and processes district payroll ensuring accurate and timely distribution, developing and maintaining accurate payroll records, while providing high-level customer service to employees on payroll matters.

- Prepare, submit, and process payroll semi-monthly by utilizing the District data processing system.
- Create and maintain employee data payroll files
- Knowledge and understanding of state and federal tax withholding requirements
- Calculate, verify, and process payroll files for bank processing
- Prepare and submit semi-monthly, quarterly, and annual reports to state and federal agencies and other necessary reporting requirements (including FICA, TRA, PERA, Unemployment Compensation, State and Federal withholding, ACA hours worked, and other volunteer deductions and payments as required by district policy and state and federal laws)
- Verify and process any necessary semi-monthly payroll generated payments for processing
- Download and process payment for teacher substitutes, verifying UFARS codes and rates of pay
- Serve as a resource for payroll rules/procedures
- Assist with annual financial audit as it pertains to payroll and other various audits (TRA, PERA, Work Comp) or projects
- Manage, and provide assistance and training to, the hourly employee time clock system
- Oversee, track, and review time entries for accuracy or reported hours
- Process, verify, and submit year-end W2 reports
- Prepare and process payroll adjustments
- Attend meetings, workshops, and training sessions as directed
- Perform other related duties as assigned

### **Requirements & Qualifications**

Post secondary schooling in the business or accounting area with five years of job related experience.

Experience working in a school district or public setting with Skyward system experience preferred.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.