

**Job Title:** Payroll Coordinator

**Exemption Status/Test:** Nonexempt

**Reports to:** CFO

**Date Revised:** July 2020

**Dept./School:** Business Services

---

## Primary Purpose:

Compile and prepare regular district payroll, including related reports and deposits. Direct and manage daily payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.

## Qualifications:

### Education/Certification:

High school diploma or GED

### Special Knowledge/Skills:

Knowledge of basic payroll accounting procedures

Ability to maintain accurate and auditable records

Knowledge of local, state, and federal requirements relating to payroll issues and reports

Knowledge of payroll accounting and auditing principles

Effective communication and interpersonal skills

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use software to develop spreadsheets, databases, and do word processing

### Experience:

Payroll experience at a high level of responsibility

## Major Responsibilities and Duties:

### Payroll

1. Prepare accurate district payroll for distribution to employees following established procedures.
2. Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits.
4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.
5. Direct and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.

6. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
7. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
8. Control payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance.
9. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.
10. Process and resolve direct deposit and other banking interactions.

### Data Entry

11. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

### Records and Reports

12. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records, absent-from-duty reports, and service records.
13. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.

### Other

14. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported. Resolve payroll problems and inquiries.
15. Respond to requests from financial institutions regarding verification of employment.
16. Maintain confidentiality of information.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

---

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_