

**Monroe-Gregg School District
Role Description**



Job Title: Payroll Coordinator/Deputy Treasurer
Location: Administration Office
Job Group: Classified- Exempt (260 Days)
Reports to: Corporation Treasurer

The payroll coordinator/deputy treasurer is responsible for facilitating regular compensation of district employees to include adjustments related to insurance benefits, leave time, and retirement savings deductions. In addition, the payroll coordinator will oversee the production of employee tax forms and certified contracts while working collaboratively with the corporation treasurer to improve payroll practices and recommend changes to administration to mitigate risk.

Essential Responsibilities:

- Maintains an accurate payroll system data including tax tables, accruals, and employee information.
- Computes payroll bi-weekly working from a wide range of information to include the online time and attendance system, time reports, employee lists, wage/salary schedules, personnel reports, and ECA/ancillary schedules.
- Utilizes Komputrol to calculate employee gross pay, reduced by all required/authorized deductions, to send the payroll file to the bank and/or distribute checks.
- Processes garnishments as required by law.
- Maintains appropriate payroll records for audit purposes.
- Answers inquiries related to employee payroll practices and policies.
- Prepares and verifies quarterly reports to include 941, multiple worksite report, social security, Medicare, and unemployment.
- Processes and prepares year end procedures and reports including W-2s and 100-R.
- Produces and mails required 1095.
- Assists auditors in payroll audit inquiries.
- Compiles relevant payroll data for budget preparation and other district functions.
- Submits payroll vouchers for Board approval in monthly meetings.
- Processes sick bank deductions for new hires and yearly for all other qualified staff.
- Prepares Medicaid quarterly report for the special education department.
- Maintains INPRS (PERF/TRF) regarding all eligible employees.
- Assists the corporation treasurer with the annual sick day buy down in accordance with the teacher's contract and classified handbook.
- Processes final salary certification on retirees and processes other employee leave benefit requests affecting pay.
- Works with the human resources coordinator and corporation treasurer to reconcile monthly benefit payments.
- Performs clerical tasks related to payroll operations.
- Assists in training school personnel in payroll procedures.
- Serves as a resource to ECA treasurers as appropriate.
- Upon proper training, acts in place of the corporation treasurer during extended absences.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the corporation treasurer or superintendent.

Essential Qualifications:

- High school diploma or equivalent.
- Prior payroll or ECA experience and proficiency in Komputrol strongly preferred.
- Communicates effectively using tact and resourcefulness when dealing with employee relations.
- Must have strong ethics and integrity and be in good standing legally in order to be bonded.
- High degree of proficiency in office procedures, accounting, and record keeping.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required only occasionally.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 25 pounds.

Environmental Conditions:

Works in a school building around others under a fast-paced sometimes stressful environment regarding adherence to multiple deadlines. Work may extend beyond the normal workday and on scheduled vacations when payroll is due. The noise level is usually low. Occasional interaction among unruly students/adults is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.