

Job Description

Position Title	Payroll Coordinator		
Building	Lincoln Elementary School	Department	District Office
Hours	40 hours per week	Supervisor	Business Manager
Band and Grade	B-26	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under limited supervision performs payroll processing tasks and applies judgment and discretion in carrying out payroll activities within the guidelines of the District, reporting requirements and District procedures. Functions typically performed include payroll processing, tax reporting, benefits processing and maintenance, and maintenance of the automated substitute caller system.
-------------------------	--

Essential Duties	
1	Daily maintains TimeClock Plus entries and keeps TimeClock Plus updated with current staff.
2	Daily maintains AESOP leave requests, etc.
3	Daily answers phones, responds to e-mails, etc.
4	Daily routes incoming faxes to appropriate person.
5	Continually maintains staff vacancy listings and job postings and notifies union representatives as needed. Notifies IT of staff changes so appropriate IT access can be created/deactivated.
6	Bi-monthly processes payroll which includes: manually calculates paper timesheets; manually calculates substitute pay sheets; manually enters paper timesheets, sub pay sheets, and CE payroll into SMARTHR; exports TimeClock Plus entries into SMARTHR; manually processes/enters flex benefits reimbursements; prints required payroll reports, etc.; processes deduction/vouchers on SMARTFIN; and processes/submits bi-monthly payroll deductions/payments.
7	Bi-monthly processes AESOP absences into SMARTHR.
8	Continually works with insurance companies and staff adds/deletes/changes, etc.
9	Continually does employment verifications, oversees and responds to all unemployment inquiries and completes associated documents.
10	Continually oversees Workers Compensation process within the District: process injury reports and coordinates with Workers Comp Company on claims as needed and prepares annual OSHA reports.
11	Works with new hires onboarding, background checks, forms, insurances, explains contract, etc.

12	Reporter of Student Accident Reports to insurance contact at MarshMMA
13	Works with retiring/retired staff severance and Cobra insurance.
14	Keeps webpage current with staff information, forms, insurance policies, etc.
15	Keeps Infinite Campus current with staff data.
16	Keeps AESOP current with staff data.
17	Keeps SMARTHHR current with staff data.
18	Monthly makes adjustment to deducts after Asst Business Manager reconciles insurance company bills/payments by employee.
19	Monthly makes adjustment to deducts after Asst Business Manager reconciles annuity company bills/payments by employee.
20	Quarterly calculates/submits Federal Form 941, MN quarterly taxes, quarterly wage reporting.
21	Semi-annually processes lane changes for certified staff; continuous maintenance of staff credits for lane changes.
22	Semi-annually processes/submits STAR reporting to the State.
23	Semi-annually issues extra-curricular letters of assignment.
24	Semi-annually processes School Board per diem payments.
25	Annually processes/submits PERA and TRA year-end reporting.
26	Annually processes staff W-2s and year-end State and Federal reporting.
27	Annually maintains staff seniority lists.
28	Annually maintains staff 403(b) eligibility, tier, etc.
29	Annually issues staff contracts/letters of assignment.
30	Annually produces union "base" spreadsheets for budgets/negotiations.
31	Annually processes staff benefit elections.
32	Annually works with auditors.
33	Annually and continually keeps up with staff phone numbers: work, cell, SchoolReach, webpage.
34	Annually processes end-of-year payroll with payoff passes, summer deductions, etc.
35	Annually posts required Federal/State labor law posters, etc.
36	Annually posts certified staff salaries on teacher qualifications records; adds/deletes.
37	Annually checks for upcoming expiring certified staff licenses; maintains year round.
38	Complies with ACA reporting and tracking and submitting file to IRS.
39	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Up to one year of specialized or technical training beyond high school and one year of clerical experience utilizing Excel and Word, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
-------------------------------	--

Knowledge Required	<ul style="list-style-type: none"> • Knowledge of office principles and practices. • Knowledge of filing procedures and file maintenance. • Knowledge of general office equipment. • Knowledge of computers and related software applications. • Knowledge of basic bookkeeping theories and principles. • Knowledge of federal and state laws governing area of assignment, i.e., FMLA, I-9s, etc. • Knowledge of District policies and procedures.
---------------------------	---

Skills Required	<ul style="list-style-type: none"> • Skill in classifying, recording, retrieving and verifying information. • Skill in applying standard practices in area of assignment such as bookkeeping. • Skill in using computers and related software applications. • Skill in mathematical computations. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
------------------------	--

Physical Activities/ Requirements	<p>Stooping, kneeling, reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
--	---