

Payroll Coordinator

DEPARTMENT:	Finance	REPORTS TO:	Director of Accounting
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

Process payroll, and maintain and report the Kirkwood School District's payroll data through monthly, quarterly, and annual reports to the Kirkwood Board of Education, State of Missouri, City of St. Louis, Internal Revenue Service, retirement systems, and federal government agencies. Establishes and maintains effective relationships with students, staff, and community. Regularly involves sharing critical, sensitive, or confidential information with others.

Task Title	Essential Job Functions	Percent of Time Spent
Payroll Process Management	<ul style="list-style-type: none"> • Manage and administer all payroll processes, including the collection of time reporting, payment of salaries, insurance, annuities, taxes, and other deductions. • Monitor, adjust, and balance payroll accounts to the daily fund balances for proper reporting. • Post leave accruals and deductions for each employee and process any additional pays as necessary to accomplish the payroll accurately and in a timely manner. • Provide information, policy procedures, support, guidance, and training to staff. • Make decisions regarding the implementation of policies to ensure effective and efficient office operations for the District. • Collaborate with outside vendors to make sure payroll issues and/or questions are resolved. 	70%
Reporting	<ul style="list-style-type: none"> • Complete, monitor, adjust and file monthly and year end reports, the Quarterly 941, W-2, quarterly unemployment compensation, and annual retirement reports to ensure efficient, effective, accurate, and proper reporting of the district's financial status. 	10%
Administration of Worker's Compensation Program	<ul style="list-style-type: none"> • Administer the workers' compensation program for the District. • Maintain confidentiality of employees according to Health Insurance Portability and Accountability Act (HIPAA) guidelines. • Review incident reports, determine eligibility, maintain employee rights and District policies, create and maintain incidence files, coordinate and compile information from insurance providers, medical professionals and others. • Complete, monitor, adjust and file the quarterly Medicaid report. 	10%
Software Testing	<ul style="list-style-type: none"> • Test software upgrades and new programs as they relate to payroll and establish new payroll related procedures. • Create test payroll processes to ensure accurate payroll processing for any updated or new software. 	5%

Task Title	Essential Job Functions	Percent of Time Spent
Purchasing Card Support	<ul style="list-style-type: none"> ● Back up to the purchasing card administrator. ● Provide input to improve procedures and policies. 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** None
- **Decision-making Authority:** N/A

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor’s degree in finance, accounting, or a related field and 3 years of related work experience.
 - Two years of college/associate degree in finance, accounting, or a related field and 5 years of related work experience.
 - High school diploma and 7 years of work experience in finance, accounting, or a related field.

Knowledge & Skills

Knowledge

- **Basic:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and payroll system.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Critical Thinking, Management of Financial Resources, Mathematics, Reading Comprehension, Speaking, Time Management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Complex Problem Solving, Coordination, Instructing, Judgement/Decision-Making, Management of Material Resources, Management of Personnel Resources, Monitoring, Persuasion, Service Orientation, Social Perceptiveness, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Systems Analysis
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Maintenance, Learning Strategies, Negotiation, Systems Evaluation, Technology Design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Repetitive Motion, Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Color Vision, Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Climbing, Reaching, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Carrying/Lifting, Standing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or 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.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024