



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Coordinator IV
Payroll Services
Business Services #6191

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Division Director of Payroll Services, performs a variety of complex and difficult payroll duties in the preparation, processing, and maintenance of payroll (internal/external) calculations, worker's compensation operations, retirement, tax reporting, and Affordable Care Act duties. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor Degree in Accounting, Business Administration or related field. Significant experience in a related field may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Minimum of six years' experience as a manager in a payroll/business related position. Ability to carry out high level school payroll functions with minimal direction, accurately and within scheduled deadlines. Supervise and train other employees and communicate effectively. Experience working in a county office of education or school district; or in a public accounting firm with significant experience in payroll, accounting and finance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- software applications related to payroll/accounting systems
- the mechanics of payroll systems and knowledge of payroll rules and regulations
- retirement systems, tax reporting, W2 processing, and Affordable Care Act rules, laws, and regulations
- Federal and State laws, California Education Code and other laws and regulations pertaining to school payrolls
- assigned software

Ability to:

- supervise and evaluate staff
- research, analyze and retrieve data to prepare and maintain complex payroll and Affordable Care Act records and reports
- applicable laws, codes, regulations, methods, and practices related to public school payroll systems, and retirement systems
- basic accounting principles as related to payroll processing
- flexible based on program needs
- create and follow policies and procedures

- clearly comprehend payroll concepts, operations, and problems at both a technical and policy level
- operate a computer

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/training
- customer service skills, and standard office practices
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs.
12. Oversee and manage budgets.
13. Supervise and maintain full knowledge of payroll, STRS/PERS retirement, worker's compensation, attendance, Affordable Care Act and provide supervision of those functions.
14. Participate in the preparation and maintenance of central payroll and disbursement records, reports, and files, and in the processing and issuance of the payroll.
15. Participate and provide input during conference calls requested by CalPERS and CalSTRS to assist in clarification of regulations and laws.
16. Assist in developing written procedures, guidelines, forms, and other documents to facilitate payroll, employee attendance, worker's compensation operations and Affordable Care Act.
17. Supervise balancing of State and Federal Tax payroll reporting.
18. Reconcile and balance W2 processing for all district and county payroll.
19. Assist districts with retroactive salary data and analyze the accuracy prior to final process.
20. Serve as liaison to Data Processing department for payroll-related issues and systems.
21. Advise school districts on technical aspects of the payroll system and interpret laws related to payroll.
22. Instruct school districts on new payroll-related accounting procedures.
23. Consult with school districts regarding assistance with business/payroll functions; analyze needs, plan, develop, and implement appropriate services.
24. All other duties as assigned

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.

5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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