



GENERAL INFORMATION

TITLE.....	Payroll Coordinator
DEPARTMENT.....	Confidential
LICENSURE.....	N/A
ENDORSEMENT.....	N/A
CLASSIFICATION	Confidential
FLSA STATUS	Non-Exempt
REPORTS TO.....	Assistant Superintendent for Finance and Operations
SUPERVISORY RESPONSIBILITIES.....	N/A
PRIOR EXPERIENCE.....	Three years of accounting experience in public, non-profit organizations
EVALUATION.....	Evaluated by the Business Manager and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance and the inclusion of informal observation data. The evaluation cycle for the Payroll Coordinator shall be one fiscal year.

JOB GOAL

To regularly and directly assist the Assistant Superintendent for Finance & Operations and the Business Manager in the timely processing of all district payrolls in compliance with federal, state, and local regulations, while maintaining confidentiality, supporting employee financial well-being, and upholding district policies and reporting requirements.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Payroll Processing & Administration

- Process and manage payroll for all employee types, including salaried, hourly, substitute, and part-time staff, ensuring timely and accurate payments.
- Calculate wages, overtime, stipends, and retroactive pay, ensuring compliance with employment contracts and labor laws.
- Maintain and update payroll records, including timesheets, and deductions.
- Prepare and distribute paychecks or direct deposits, adhering to the district's payroll schedule.
- Ensure compliance with federal and state tax regulations, including the preparation and submission of required tax forms and reports.

Financial Reporting & Compliance

- Generate payroll reports for internal use and external agencies, such as retirement systems and insurance providers.
- Assist with audits by preparing necessary documentation and responding to inquiries from auditors.
- Maintain and manage timesheet tracking features in conjunction with purchased digital platforms.
- Maintain confidentiality of payroll information and ensure secure handling of sensitive data.

Systems Management & Technical Support

- Utilize payroll software systems to input, update, and manage payroll data efficiently.
- Coordinate with IT and software vendors to troubleshoot issues and implement system updates or enhancements.
- Train staff on the use of payroll systems and procedures to ensure accurate data entry and compliance.

Employee Relations & Communication

- Respond to employee inquiries regarding payroll matters, including deductions, leave balances, and tax withholdings.
- Provide guidance to employees on payroll policies, procedures, and changes.
- Coordinate with Human Resources to process new hires, terminations, and changes in employment status affecting payroll.

Leave & Benefits Administration

- Administer benefits deductions and ensure accurate enrollment and changes in benefit plans.
- Process retirement contributions and coordinate with retirement systems for accurate reporting.

Teachers' Retirement System (TRS) Administration

- Manage TRS Contributions: Accurately calculate, withhold, and remit employee and employer contributions to TRS, ensuring timely monthly submissions and annual reconciliations.
- Process TRS Enrollment and Termination: Handle the enrollment of new employees into TRS and process terminations, ensuring that all necessary documentation is submitted promptly.
- Prepare Annual TRS Earnings Reports: Compile and submit the Annual TRS Report of Earnings, verifying the accuracy of reported salaries and contributions for all eligible employees.
- Coordinate with TRS for Member Services: Respond to inquiries from TRS regarding employee status, salary verifications, and other related matters to facilitate accurate benefit determinations.

Illinois Municipal Retirement Fund (IMRF) Management

- Administer IMRF Enrollment and Contributions: Enroll eligible employees into IMRF, calculate and remit contributions, and manage changes in employment status affecting IMRF participation.
- Submit Monthly IMRF Wage Reports: Prepare and file monthly wage reports to IMRF, ensuring that all employee earnings and contributions are accurately reported.
- Comply with IMRF Reporting Requirements: Post total compensation packages for employees earning over specified thresholds on the district's website, as mandated by state law.
- Assist with IMRF Audits: Collaborate with auditors during IMRF reviews by providing necessary documentation and explanations of payroll processes and records.

Coordinate with Internal and External Auditors

- Work proactively with the district's internal and external auditors during annual audits and special reviews. Provide documentation and explanations for payroll processes, reconciliations, TRS/IMRF contributions, and financial transactions related to compensation and benefits.
- Address audit questions and findings related to payroll processing, retirement reporting, and compensation practices in a timely and transparent manner. Assist in the implementation of corrective action plans, when applicable.

Policy, Procedure & Compliance

- Review, update, and maintain district payroll procedures to ensure alignment with federal and state laws, board policies, and collective bargaining agreements. Recommend policy revisions to reflect changes in law, technology, or best practices.
- Interpret and apply payroll-related components of collective bargaining agreements and school board policy, ensuring correct salary placement, stipend processing, and overtime calculations per district guidelines.
- Stay informed about changes to IRS regulations, TRS/IMRF guidelines, ISBE mandates, and other laws affecting payroll operations; recommend updates to district procedures accordingly.

Internal Controls & Risk Management

- Design, implement, and monitor internal control systems to ensure accurate payroll processing, safeguard against fraud, and promote data integrity. These controls may include separation of duties, approval workflows, audit trails, and periodic reconciliations.
- Perform periodic internal reviews of payroll transactions, deduction schedules, and benefit remittances to ensure compliance with established procedures and identify areas for improvement.
- Create and maintain written documentation of payroll workflows and risk areas to support training, auditing, and business continuity.

Additional Responsibilities

- Prepare employment verifications and respond to external requests for payroll information.
- Stay updated on changes in payroll laws, regulations, and best practices to ensure ongoing compliance.
- Assist in developing payroll policies and procedures to enhance efficiency and compliance within the district.

MENTAL DEMANDS

Knowledge

The employee must have sound knowledge of best practices in payroll operations; secretarial work; technology usage; and sound skills specific to social interactions.

Ability

The employee shall implement, deliver, and evaluate the district's policies and procedures as defined by the Board of Education; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop personal staff development; read a

variety of materials; handle and maintain the confidentiality of employee, student, school board, collective bargaining, and other sensitive District information; implement a people centered approach to benefits and payroll, problem-solving and conflict-resolution; ability to work cooperatively and effectively with other certified and non-certified personnel and applicants; be of good moral character and possessing temperate, ethical, and industrious habits.

Education/Preparation

Minimum of a high school diploma; experience in a public school system is recommended; familiarity with government fund accounting; familiarity with current financial software programs; experience with administering payroll programs.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a district setting which includes children, and may be subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, and busses.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- May 20, 2025