



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: Payroll Coordinator

Days: 226

Reports to: Director of Business

FLSA Status: Non-Exempt

Dept./School: Business Office

Revised: September 2024

Primary Purpose:

The Payroll Coordinator is responsible for preparing and managing district payroll, including related reports, deposits, and compliance tasks. This role works closely with the Business Director to ensure the accurate and timely processing of payroll by following established procedures and regulations.

Qualifications:

Education/Certification:

- High school diploma or GED (required)
- Associate's degree in accounting, business, or a related field preferred.

Special Knowledge/Skills:

- Knowledge of basic accounting principles and payroll procedures.
- Strong attention to detail and ability to maintain accurate and auditable records.
- Proficient in using computers and software, including Microsoft Office Suite.
- High proficiency in keyboarding and file maintenance.
- Strong numerical aptitude with the ability to work accurately and efficiently under tight deadlines.
- Strong interpersonal and communication skills to work effectively with team members and district staff.
- Knowledge of payroll tax laws and employee benefits is a plus.

Experience:

- Minimum of two (2) years experience in clerical work, payroll administration, or a related field.
- Experience in a school district or public sector environment preferred.

Primary Responsibilities:

Payroll Management:

1. Maintain district payroll registers, payroll check registers, employee payroll records, and other supporting documentation in an organized and accurate manner.
2. Calculate employee wages, salaries, overtime, deductions, withholdings, and net pay.
3. Prepare, distribute, and maintain records of paychecks, direct deposits, and payroll histories.
4. Reconcile payroll earnings, deductions, and withholdings to ensure accuracy.
5. Audit employee time sheets, ensuring compliance with district policies.

6. Prepare and submit payroll taxes, ensuring compliance with all state and federal requirements.

Data Entry and Compliance:

7. Prepare and submit required payroll reports, including IRS 941 quarterly reports, W-2 forms, and reports for the Teachers Retirement System (TRS).
8. Enter and update payroll changes, such as deductions, salary adjustments, terminations, and new employee information, in collaboration with the Human Resources department.
9. Maintain accurate physical and digital payroll records for easy retrieval and compliance with auditing standards.

Communication and Problem Solving:

10. Serve as the primary point of contact for payroll-related inquiries, working with the Human Resources department, campus staff, and employees to resolve any discrepancies or concerns.
11. Ensure all employees are paid through direct deposit or the district's pay-card system, assisting with implementation and troubleshooting as needed.
12. Report any payroll-related issues or concerns to the Business Director promptly.

Professional Development and Compliance:

13. Attend relevant training, conferences, and meetings to stay updated on payroll processes and changes to district, state, or federal regulations.
14. Stay informed of federal, state, and district laws, policies, and regulations related to payroll functions.
15. Assist in updating the payroll manual and documenting payroll procedures on an annual basis.

Other Duties:

16. Maintain confidentiality of employee information and payroll data at all times.
17. Foster a positive working environment with colleagues and district staff.
18. Offer input on potential improvements to business office procedures, helping enhance operational efficiency.

Supervisory Responsibilities:

- None.

Equipment Used:

Personal computer, printer, fax machine, copier, scanner, calculator, and other office equipment.

Working Conditions:

Mental and Physical Demands:

- Occasional light lifting, bending, and standing.
- Repetitive hand motions and frequent prolonged use of computer and office equipment.
- High attention to detail and accuracy required to meet deadlines.
- Occasional need to work extended hours during payroll processing periods.

The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.

Signature:

Date:
