Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: **Payroll Coordinator/Supervisor**

Qualifications:

Credentials: None

Education: College degree in the field preferred, equivalent certifications or years of experience in the field considered. High school diploma and specialized vocational experience in or after high school in computers, bookkeeping, and basic office skills.

Training/Experience Required: 3 years of payroll and computer experience using databases and spreadsheets. Must be familiar with school payroll system. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions, and respond to inquiries. Includes filling out forms. Communicates on the phone and in person in clear and grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records. Responsible for establishing and/or maintaining an existing filing system.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material. Must be able to clearly present to groups or in meetings when requested by CFO/Executive Director of Finance.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include, but are not limited to, photocopiers, CRT/computers (OCAS), and ten-key bookkeeping machines. Knowledge of spreadsheet creation/manipulation and financial software required.

Typing Skills: Typing/Word Processing 35 WPM required

Job Goal (Purpose of Position): Performs skilled-level clerical duties under general supervision to oversee the procedures for preparing, verifying, and overseeing the payroll function for the district. Must be able to run necessary reports for Business Manager and Board, prepare necessary reports for tax purposes, and keep up to date on recent changes to payroll laws and regulations. An

incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures. On occasion, you will have to utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular contact with other school districts, district employees, and the public. Gathers and/or handles routine, simple information and responds to routine questions.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other work habits concerns. Creativity, initiative, and effective problem-solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Prepares and enters payroll through district software for each pay period.

2. Verifies warrant amounts.

3. Prepares reports as requested.

4. Receives and computes payrolls, making deductions for income tax, retirement, savings bonds, and the like.

5. Prepares reports and checks on proper agencies covering deductions.

6. Prepares tax forms relating to payroll.

7. Verifies salaries paid for properly authorized requesting agencies.

8. Answers inquiries from employees regarding payroll matters. Investigates complaints and corrects any problems with individual's payroll. May cut individual checks when necessary.

9. Enters and maintains data in the computer related to payroll.

10. Performs other duties as assigned by the Business Manager/CFO/Executive Director of Finance.

Supervision Exercised: An incumbent supervises payroll clerks and/or fiscal services staff.

Site: Administrative Service Center

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions, must be able to communicate on the telephone. Must be able to replenish supplies as needed.

Terms of Employment: 250 days per year

Salary: Set by Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

Approved 08/09/1993
Revised 1998-99 Negotiated Contract
Revised 01/16/2001
Revised 11/27/2001
Revised 07/01/2004
Revised 06/08/2015
Revised 09/09/2019