



PAYROLL COORDINATOR II

Classification: Administrative Support 5

Location: District Office

Reports to: Director of Payroll and Fiscal Systems

FLSA Status: Non-Exempt

Employee Group: EAEOP

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Responsible for administering assigned payroll accounts and payroll related accounting functions.

Part II: Supervision and Controls over the Work

Works under the general supervision of the director of payroll and fiscal systems. Work is controlled by state and federal payroll accounting requirements and procedures, generally accepted accounting procedures, district policy and regulations, collective bargaining agreements, and direction of the administrator. Employee is expected to administer and process general payroll operations and activities with limited need for assistance from the administrator except in unusual or difficult matters or in situations for which there is no district precedent.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Performs a variety of payroll accounting functions for accurate entry of payroll and payroll related data into master files and into the payroll accounting system. Establishes and follows internal control processes to assure data accuracy and reliability. Runs and reviews edit reports taking action to correct any discrepancies.
2. Establishes payroll record for employees assuring accurate documentation and entry of wage and benefit entitlements and deductions, retirement coverage, leave entitlement, COBRA entitlements, deferred compensation and tax-sheltered annuity, and other payroll related provisions.
3. Processes cyclical payrolls to include monitoring automated payroll entries, verifying/entering/auditing timekeeping data and personnel action notices to determine employee status, leave reporting and payments. Verifying payroll computations. Monitors and processes specialized payroll transactions such as garnishment, leave cash-outs, retirement, VEBA, reversal entries and retro-active pay. Processes related accounting transactions.

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4. Coordinates with human resources on employees' records to validate and/or resolve any issues concerning compensation, benefits, effective dates, etc. May participate in the orientation of new employees in terms of compensation, benefits and entitlements, and to assist them in completion of payroll-related forms and documentation.
5. Receives, researches, and responds to employee and supervisory inquiries. Advises supervisors on procedures, timelines, and reporting requirements. Researches payroll discrepancies and calculates and prepares pay and leave adjustments when necessary.
6. Responds to employee inquiries on benefits and entitlements and/or refers employee to appropriate authority/office when necessary (e.g., retirement systems).
7. Monitors payroll and leave reports and coordinates with supervisors and human resource office staff when potential discrepancies are noted. Determines and initiates necessary resolution.
8. Maintains current knowledge of the payroll/accounting system, bargaining agreements and contracts, payroll related laws and regulations and district personnel and payroll policies. Serves as liaison with other public agencies in coordinating employee payroll adjustments.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working with or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Three years of substantive and progressively responsible payroll accounting experience in a reasonably complex environment (e.g., multiple work groups, management/salaried/hourly employees, unionized workers, etc.)
4. Able to work in an environment with frequent interruptions and changing tasks and priorities.
5. Able to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.
6. Able to follow written and verbal direction, maintain a high level of confidentiality, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.



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7. Ability and skill to perform mathematical computations and data analysis with a high degree of accuracy and reliability.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.
9. Able to work collaboratively and effectively with other staff, employees, and supervisors.
10. Skill in the use office and computer equipment and use standard office software and automated payroll and accounting systems.

Part V: Desired Qualifications

1. Associate's degree in business or accounting.
2. Experience in a public school setting.
3. Experience in the use of technology specific to the district.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 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.