



POSITION DESCRIPTION

JOB TITLE: Payroll Coordinator Job Class: 2538		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION Payroll
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval: Chief Finance & Operations Officer
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Supervise and direct the district payroll operation and payroll operating system		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manage the MPS payroll operation including time reporting, payroll deductions, tax withholding, garnishments, payroll processing, check verification and printing.
2. Resolve problems involving employee pay.
3. Work with Technology to upgrade and update the payroll processing system; test software fixes and enhancements; resolve processing errors; recommend software and hardware modifications when appropriate.
4. Supervise payroll office employees; assign responsibilities;
5. Evaluate performance of subordinates; recommend hiring, firing, promoting, and demoting of staff; approve overtime; determine staff development needs.
6. Review accuracy of general ledger payroll records. Prepare monthly management reports, and year-end payroll accruals.
7. Remit tax withholdings on a timely basis as required by the Internal Revenue Service; respond to IRS requests for information. Oversee processing of employee W-2 forms. Evaluate new tax and regulatory developments as they relate to the district's payroll procedures.
8. Work with Labor Relations to implement union contract changes affecting employee payroll.
9. Create, verify, and distribute pay calendar schedules. Maintain payroll tables.
10. Ensure internal controls are instituted within the payroll office; verify compliance.
11. Work with auditors on audit reviews of the district's payroll operations and the payroll operating system. Make recommendations to management regarding operational efficiencies, and improvements in employee payment procedures.
12. Act as Division liaison to user committees, having decision making authority regarding requirements and prioritization of payroll processing system.
13. Maintain payroll procedure guidelines for employees, and a payroll policy manual for use by divisional staff.
14. Actively support the MPS Strategic Plan.
15. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.) Supervision is by Accounting and Procurement Manager. Minimum supervision is required as Payroll Coordinator manages the daily payroll operations with little or no direction. Review and approval are required when changes to existing practices and procedures are necessary.

SUPERVISION EXERCISED: This position (a) assigns duties; (b) outlines methods; (c) directs work in process; (d) reviews completed work; (e) signs or approves work; (f) evaluates subordinates; and (g) make hiring recommendations.

This position supervisors one Senior Administrative Assistant and six Payroll Assistants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements

A Bachelor's Degree in Business Administration with emphasis in accounting or finance or a minimum of 3 years payroll supervisory experience.

Experience Requirements

Payroll supervisory experience.

Knowledge, Skills, and Abilities

Must have supervisory skills; must have in depth knowledge and experience with the entire payroll process including time reporting, payroll processing, payroll deductions, and check printing; must have knowledge of IRS requirements for tax withholding and remittance, quarterly tax filings, and W-2 and W-4 processing; must have knowledge and experience in administering court directed garnishments; must have the ability to work under significant stress and short time lines; must have the ability to interface on a routine basis with distraught employees to resolve their payroll concerns; must have experience in use of an integrated payroll software system and the skill required to modify and update the system.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Highly stressful due to short, firm deadlines, and interfacing with employees frustrated with a payroll issue.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.