



REVISED  
07/01/17

JOB TITLE:	COORDINATOR PAYROLL
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8290
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Plans, organizes and supervises payroll functions to assure accuracy and timely completion of the district's payroll processing to ensure payroll complies with all federal, state and local regulations as well as district policies, and procedures, and collective bargaining agreements. Trains, supervises and evaluates assigned personnel. Responsible for application of standard practices of the payroll operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines.
Coordinates, generates and finalizes the district's bi-weekly payroll processing; runs edit/data integrity reports to ensure all time reporting and deductions are imported and processed in accordance with required processing schedules.
Coordinates communication with various District departments and personnel to answer questions, obtain information and resolve complex and unusual issues.
Prepares quarterly and annual tax reports, submits bi-weekly tax deposits; assists with reconciling W-2s and the reporting of third party sick pay.
Reviews transactions entered by Payroll and Human Resources staff for accuracy and coordinates corrections as necessary.
Prepares payroll processing schedules including complex fiscal year-end closing schedules to ensure timely and accurate processing of all pay and deductions.
Reviews and approves remittance of payroll direct deposit files and vendor ACH payments in compliance with mandated deadlines.
Recommends improved procedures and policies; tests all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades.
Performs internal audits; checks and reviews a variety of records, accounts and reports for accuracy, conformance and timeliness; assists with complex calculations.
Performs other duties as assigned by the Manager Payroll and Cash Management.

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using writing, speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree or equivalent work experience
Five (5) years responsible payroll processing experience.
Experience in an automated accounting environment

DESIRABLE QUALIFICATIONS
Master's degree
Experience in Kentucky school finance.

JOB TITLE  
COORDINATOR PAYROLL

DIVISION  
BUSINESS SERVICES

REPORTS TO  
MANAGER PAYROLL AND  
CASH MANAGEMENT

SALARY SCHEDULE & GRADE  
11, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2015

#### SCOPE OF RESPONSIBILITIES

Plans, organizes and supervises payroll functions to assure accuracy **and timely completion of the district's payroll processing.** ~~and to comply with district and state all federal, state and local regulations as well as district policies, and procedures, and collective bargaining agreements. state and federal regulations.~~ Trains, supervises and evaluates assigned personnel. Responsible for a ~~straightforward~~ application of standard practices of the payroll operation.

#### PERFORMANCE RESPONSIBILITIES

1. Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines.
2. ~~Assures District payroll is properly prepared in a timely manner.~~ **Coordinates, generates and finalizes the district's bi-weekly payroll processing; runs edit/data integrity reports to ensure all time reporting and deductions are imported and processed in accordance with required processing schedules.**
3. Coordinates communication with various District departments and personnel to answer questions, obtain information and resolve **complex and unusual** issues.
4. ~~Reviews the preparation of regular financial statements assuring financial controls and practices in accordance with accounting principles.~~ **Prepares quarterly and annual tax reports, submits bi-weekly tax deposits; assists with reconciling W-2s and the reporting of third party sick pay.**
5. ~~Reviews financial reports and computer printouts to assure accuracy and completeness; makes corrections and adjustments as necessary.~~ **Reviews transactions entered by Payroll and Human Resources staff for accuracy and coordinates corrections as necessary.**
6. ~~Assures timelines are met; maintains proper controls and records for all payroll functions; assures accuracy and timely preparation of reports and records.~~ **Prepares payroll processing schedules including complex fiscal year-end closing schedules to ensure timely and accurate processing of all pay and deductions.**
7. ~~Communicates with employees to arrange payment and resolve discrepancies as necessary; assists assigned personnel with difficult, complex and unusual issues.~~ **Reviews and approves remittance of payroll direct deposit files and vendor ACH payments in compliance with mandated deadlines.**
8. ~~Recommends improved procedures and policies; assists supervisor in the preparation of financial statements and state and federal records and reports. Responsible for all tax deposits.~~ **tests all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades.**
9. Performs internal audits; checks and reviews a variety of records, accounts and reports for accuracy, conformance and timeliness; assists with **complex** calculations.
10. Performs other duties as assigned by the Manager Payroll and Cash Management.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using **writing**, speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. ~~The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipments, and exposure to dust, fumes and gases.~~

#### MINIMUM QUALIFICATIONS

1. Bachelor's degree **or equivalent work experience**
2. ~~Three (3) years responsible financial record keeping experience~~ **Five (5) years responsible payroll processing experience.**
3. Experience in an automated accounting environment

#### DESIRABLE QUALIFICATIONS

1. Master's degree
2. **Experience in Kentucky school finance.**