

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Payroll Coordinator

Department: District

Exempt Status: Exempt

Reports To: Business Manager

Date: February 2, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for accurate payroll and benefit processing and the related reporting with the use of the district payroll system as well as maintaining employee payroll, benefit and leave records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% Prepare and process semi-monthly payrolls for staff, as well as temporary, retired and substitute employees, in accordance with Board approved contracts and policies

- A. Monitors time sheets for accuracy, make changes as needed and communicate changes.
- B. Enter time sheet and payroll data to the payroll system.
- C. Inputs data, calculates, proof and balance payrolls.
- D. Review salary and benefit information for accuracy.
- E. Facilitates and set procedures and time lines for district staff regarding proper data submissions.
- F. Verify employee's time with the electronic clock system.
- G. Creates checks, direct deposit files and notices.
- H. Remits payroll withholding taxes, retirement contributions and other deductions promptly.
- I. Prepare and calculate garnishments, levies and child support deductions as needed.
- J. Records and maintains leave by employee including sick leave, personal leave, vacation, etc.
- K. Reports payroll data to outside agencies as required, including but not limited to TRA, PERA, Flex, and New Hire reporting.
- L. Processes additional payrolls as needed for adjustments and retro-active pay.
- M. Prepare assignment letters for staff.
- N. Maintains payroll files with personal, withholding and benefit information for confidentiality and safekeeping.
- O. Administer the District's employee self-service program.
- P. Assist with the budgeting and year-end processes related to payroll.
- Q. Serve as a resource for payroll rules and procedures and employee contracts.

25% Manage employee benefits program

- A. Conducts new employee orientation.
- B. Monitors employee eligibility and compliance with TRA and PERA.
- C. Enroll employees in the district's insurance and benefit plans including: health insurance, dental insurance, life insurance, long-term disability insurance, annuities and flexible benefit plan.
- D. Coordinates open enrollment process.
- E. Assist in processing retirement and severance payments.
- F. Responsible for tracking, monitoring eligibility and complying with all governmental requirements for COBRA and retiree insurance programs.

5% Reporting to state, federal and local entities.

- A. Prepare and submit semi-monthly, quarterly and annual reports on TRA, PERA, Unemployment Compensation, State and Federal withholding and other volunteer deductions and payments as required by district policy and state and federal laws, and hours worked for the Affordable Care Act reporting.
- B. Balance and authorize W-2's.
- C. Maintain Affordable Care Act hours worked software, monitoring, reporting and IRS form processing.
- D. Report hourly and salary reports to the Department of Economic Security and file economic claims as received.
- E. Complete month-end reports on balances for benefit liability accounts, including but not limited to health, dental, life, and long-term disability.
- F. Respond to requests for employment verification.

5% Work Direction/Training

- A. Training others on Employee Self Serv, Veritime, and AESOP.

5% Professional Development

- A. Attend meetings, in-service and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- 2 year college or technical college or 5 years of equivalent experience preferred.
- Coursework in payroll or human resources preferred.

Experience:

- Three or more years of payroll experience preferred.
- Previous school district experience recommended.

Essential Skills Required to Perform the Work:

- Knowledge of payroll and accounting procedures.
- Knowledge of state and federal accounting guidelines.
- Knowledge of general personnel and payroll policies.
- Knowledge of public retirement plans.
- Knowledge of office practices.
- Knowledge of data management.
- Knowledge of UFARS.
- Knowledge of records retention schedule.
- Proficiency in operating computer hardware and software applications.
- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at a computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on work processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires the ability to maintain strict confidentiality of payroll and personnel issues.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Processes information accurately and efficiently in a timely manner than contributes to the effective and efficient operation of the office.
- Maintains accurate and up-to-date records to help ensure that the district properly meets financial requirements set by state and federal guidelines and district policies and procedures.
- Maintains confidentiality, security, and accuracy regarding all district records.
- Interfaces payroll totals into the accounting system and provides detail to administration as needed to ensure financial stability for the district.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.