

Red Wing Public Schools Position Description

Payroll Coordinator

General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Business Manager
Grade Placement:	14
FLSA Status:	Non-Exempt

Position Summary

The Payroll Coordinator is responsible for processing and maintaining all payroll and related records for the District; for processing timesheets and contracts for district employees; maintaining and tracking records of sick leave, vacation, employee deductions; and for preparing all required federal and state payroll reporting returns.

Essential Duties and Responsibilities

1.	Collects, verifies and corrects payroll timesheets and various sub report; processes and enters payroll data into system; generates paychecks and direct deposits. Sets up payroll records for each employee, including salary amount, pay amount, etc. Updates and makes changes to employee and district deductions; determines employee eligibility; enrolls new employee into appropriate programs. Calculates retro payment amounts after contracts are settled.
2.	Records vacation, sick, personal, and other types of leave. Verifies absences.
3.	Calculates, prepares and transmits bi-monthly Federal and State tax deposits; prepares and submits generated by various payroll deductions for retirement, worker's compensation, union dues, garnishments, levies, etc.
4.	Receives and reviews First Report of Injury reports and unemployment correspondence/claims. Routes reports to the insurance company and researches questionable claims or challenges with the Business Manager.
5.	Answers questions and resolves payroll issues.
6.	Prepares contracts for various work groups; creates, calculates and updates spreadsheet information; maintains various seniority lists.
7.	Calculates, prepares and files Federal and State payroll reporting returns.
8.	Compiles data, completes and files numerous forms and reports. Provides payroll data for various reports, questionnaires for unemployment and represents the District during appeal hearings.

9.	Processes and distributes various tax forms for current and former employees.
10.	Organizes and creates payroll calendars; creates payroll and leave accrual schedules.
11.	Verifies employment status and wage information; cooperates with state auditors.
12.	Enters work related injuries and faxes documentation to worker's compensation carrier.
13.	Assists the Business Manager in compiling information regarding wages for negotiations and budget.
14.	Completes reporting requirements for the Affordable Care Act.
15.	Performs other duties of a comparable level or type, as assigned by the Business Manager.

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 3 years in payroll processing or bookkeeping experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Basic accounting functions and district operations as it pertaining to payroll processing.
- Laws, rules, regulations and requirements pertaining to payroll processing, payroll tax, deductions, retiree and payroll reporting.
- Bargaining agreement terms and conditions dealing with salaries, pay rates, and benefits.
- General office and general administrative procedures and operational requirements.
- Office equipment and typical productivity software such as word processing, spreadsheet, database, and specialized software used within the district for processing payrolls.
- Record retention, record/file/database maintenance requirements.
- Data privacy requirements.

Essential Skills Required to Perform the Work

- Interpreting and explaining written language in collective bargaining contracts pertaining to pay and pay provisions.
- Organizing, storing and retrieving data from multiple files and sources
- Applying, learning and using computer applications and specialized applications used in the generation and processing of payroll/finance reports.
- Following and applying complex and written instructions.
- Strong basic math skills.
- Performing related payroll processing functions with attention to detail, precision, accuracy within established deadlines.
- Implementing accounting payroll routines and procedures necessary to administer payroll processing functions and activities.
- Establishing and maintaining effective working relationships employees, supervisors, department heads, officials, and the public.
- Ability to perform essential functions independently with minimal direction and oversight.
- Performing payroll requirements and responsibilities in accordance with established time frames, reporting deadlines and requirements.
- Interpreting, understanding and applying rules and regulations pertaining to payroll tax, workers compensation, retiree, unemployment, benefit deductions and requirements.
- Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately.
- Preparing required state, federal and county payroll reports.
- Skilled in providing assistance to employees and managers concerning payroll and related questions, issues and concerns.
- Skilled in identifying operational issues, solutions, procedures or enhancements to improve the processing or accuracy of payroll generation or in meeting changes in legislative requirements or rules.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Light Work: Exerting up to 25 pounds occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a office setting where there are minimal environmental risks or hazards associated with the work.

Classification History and Approval

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