



NEW: 03/20/2020  
Submitted: 03/19/2020

JOB TITLE:	COORDINATOR PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8268
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Coordinates and supervises all work related to the District's time reporting to insure accuracy and compliance with internal and external policies, procedures and regulations; plans, organizes and supervises the implementation and maintenance of payroll programs; verifies complex payroll calculations for accuracy; develops and implements training programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates all activities related to the implementation and maintenance of payroll system programs used for time reporting, health insurance, retirement and vendor processing
- Develops complex processing and training schedules; utilizes effective communication skills to notify internal departments and external stake holders of payroll requirements and deadlines
- Provides guidance and training to principals, managers, supervisors, human resources and district support staff regarding payroll processing requirements
- Manages day-to-day operations of the district's time reporting system including but not limited to security permissions and maintains complex auxiliary programs based on an in-depth knowledge of policies, procedures
- Serves as a liaison with the Information Services Department and Tyler Technologies; communicates program development needs and tracks system development requests and resolutions
- Collaborates with payroll team members and IT3 team to develop district training materials
- Mentors team members; directs, trains and supervises the work of the payroll technician team to insure accuracy and compliance with all District policies and procedures as well as federal, state and local law
- Coordinates the reconciliation and remittance of retirement contributions and invoices; insures the district is in compliance with applicable laws and deadlines; serves as liaison between the district and the retirement systems to resolve complex reporting requirements
- Works closely with management and support teams to establish and implement best practices; recommends and implements cost efficient measures to increase operational efficiencies
- Oversees payroll liability accounts to insure accurate reconciliation; assists with fiscal and calendar year end closing to meet required deadlines
- Stays current on complex laws and regulations which impact payroll operations and collaborates with management team to implement necessary changes
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designed deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. 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
Three (3) years of successful experience in payroll processing and/or accounting functions
Demonstrated ability to communicate effectively
Demonstrated ability to meet established deadlines and to work accurately
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Certified School Financial Manager
Experience in a diverse workplace