

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATOR- PAYROLL

DEFINITION:

Under the direction of Associate Superintendent of Human Resources, plan, organize, coordinate and implement the District's payroll program and services; perform a variety of specialized and complex payroll accounting functions to assure district employees are paid in an accurate and timely manner; prepare, maintain, and audit a variety of automated and manual records and reports related to the payroll function; provide consultation concerning payroll processes, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the District's payroll programs and services; perform a variety of specialized and complex duties in the preparation of payroll for classified, licensed, certificated and administrative personnel; receive and audit time reports for certificated and classified employees; process, evaluate, and assure accuracy of a variety of payroll and health insurance related information, forms and applications.
- Process certificated and classified payroll; input time sheet information including deductions into an assigned computer system; generate computerized lists and reports; assure accuracy of input and output data; compare prelists with computer printouts; detect inaccuracies and make corrections; troubleshoot and resolve employee issues and concerns regarding payroll.
- Collect, review and process time sheets and records; audit final time sheet against the payroll register; calculate and input salary adjustments, coding, time vouchers and overtime pay as needed; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments.
- Establish and maintain detailed automated permanent records regarding personnel; input, update and process a variety of data including pay rates, tax status, deductions, vacation, leave requests and sick bank, benefits, and other employee information.
- Process monthly, quarterly and annual tax payments; assure reporting time lines are met.
- Provide consultation concerning payroll processes, policies and procedures; respond to inquiries, resolve issues and conflicts; provide technical information concerning calculations, pay rates, benefits, taxes, and leave; investigate and resolve retroactive and other payroll discrepancies; provide payroll training one-on-one and for groups.
- Compile information to prepare and maintain a variety of records and reports related to employee information, time sheets, pay rates, salary adjustments, disability, Workers' Compensation, unemployment insurance, payroll data, attendance, leave, and retirement; submit payroll reports to appropriate personnel for processing.
- Research, compile, prepare, and revise payroll and accounting data; reconcile and balance payroll accounts; update accounts to reflect income, transfers, and expenditures; issue paychecks; create and distribute W2's and 1095's.
- Assist employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, garnishments, and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Prepare, process, and assure accuracy of a variety of required tax forms; perform periodic tax procedures and related payroll reconciliation functions; prepare and distribute mandated tax reports; compile and verify related employee information.
- Review, evaluate, and audit financial statements, records and reports related to payroll functions to assure accuracy and completeness; compare and reconcile banking and other fiscal statements with records and reports to identify and resolve discrepancies.
- Monitor and evaluate assigned payroll accounts to assure accuracy of income and expenditures; calculate, post, review, adjust, and assure accuracy of payroll and retirement-related journal entries; initiate and process transfers as appropriate.

- Operate a variety of office equipment including a calculator, computer and assigned software; provide system support and troubleshooting of issues for HR/Payroll related software computer programs; serve as the administrator for the employee online self-service software program.
- Maintain records of individual earnings, deductions, and related data; process new hires, retirements, and terminations; verify documents for proper account codes, pay rates, and related data.
- Provide information to staff concerning payroll techniques, procedures, guidelines, and regulations; assist in coordinating accounting activities to meet established payroll time lines.
- Receive, sort, and distribute paychecks and warrants according to established procedures and guidelines; process special payroll transactions such as corrections, bonuses, replacements, final checks, and retro-pay.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business, accounting or related field and three (3) years accounting experience, including two years involving payroll processing.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Advanced principles and techniques involved in payroll preparation, processing, and auditing.
- Tax withholding, voluntary deductions, garnishments, and supplemental insurance.
- Preparation, maintenance, verification, and processing of payroll records and reports.
- Generally accepted accounting principles, practices, and procedures.
- Preparation, review and control of assigned accounts.
- Organizational payroll policies and objectives.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies, and procedures including IRS, FLSA, ACA, Utah State Retirement Systems and foreign tax treaties.
- Collective bargaining agreements.
- Tax polices related to various deductions including health insurance, G/L accounts.
- Advanced payroll functions of an educational organization.
- Principles and practices of data processing.
- Modern office practices, procedures, and equipment.
- Operation and administration of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Advanced mathematical computations.

Ability to:

- Plan, organize, coordinate and implement the District's employee payroll programs and services.
- Perform a variety of specialized and complex payroll and accounting duties in the preparation of payroll for classified, licensed, certificated and administrative personnel.
- Assure employees are paid in an accurate and timely manner.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply, and explain laws, rules and regulations related to payroll activities.
- Provide consultation concerning payroll processes, policies, and procedures.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust, and reconcile payroll data.

- Analyze data from multiple sources.
- Identify, investigate, and resolve financial errors and discrepancies.
- Reconcile and balance assigned payroll accounts.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively, both orally and in writing.
- Assemble, organize, and prepare data for records and reports.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules, time lines, and work with interruptions.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Repetitive hand/body motions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Exempt

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