



Position Title	Coordinator, Payroll Services	Department	Fiscal Services
Direct Report	Director, Fiscal Services	Approval/Revision Date	11/15/2022
Classification	Management	Pay Type	Salary Schedule

Job Summary/Definition
Under general supervision of the Director of Fiscal Services; organizes and directs the activities and operations of Payroll Services; performs complex accounting tasks, and statistical and financial analysis work related to the preparation of District payrolls; schedules, organizes, coordinates, reviews and participates in the preparation, processing, auditing and maintenance of the District's classified and certificated payrolls; trains, directs, and supervises assigned staff.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Schedule, organize, coordinate and perform compilation, input, auditing, and reconciliation of District payroll transactions for certificated and classified employees including standard compensation parameters, timesheets, leave requests, withholding information, adjustments, and health/welfare and statutory benefit amounts 2. Coordinate with the Human Resources Department to ensure accurate, comprehensive, efficient, and timely entry of personnel data necessary for calculating pay for all types of employees 3. Coordinate the input, maintenance, and monitoring of financial, statistical, and demographic data necessary for accurate and timely processing of District payrolls 4. Analyze complex financial reports (e.g., labor distribution, payroll related data, contracts, IRS/State guidelines, etc.) for the purpose of assuring accurate program cost accounting fund distribution and calculations necessary for various components of payroll transactions 5. Coordinate with Fiscal Services staff to reconcile payroll records to position control records and ensure all payroll transactions are properly budgeted and accounted for 6. Analyze processes and procedures related to Payroll; make recommendations and enact changes to improve accuracy, efficiency, timeliness, completeness, and internal control 7. Communicate with administrators, personnel, and outside entities to coordinate activities, resolve issues and conflicts, and exchange information relative to data management and processing of payroll transactions 8. Identify measurement period and track hours for non-contracted employees to determine eligibility and benefits 9. Provide technical expertise and prepare salary and benefits cost analyses as requested for negotiations; interpret negotiated and contractual agreements for payroll and benefits purposes 10. Respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations; resolve discrepancies with payroll, benefit providers, withholding, workers compensation and salary status 11. Train staff on use of various software and procedural systems 12. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions 13. Perform other related duties as assigned

Qualifications Guide
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Advanced payroll and benefits functions of an educational organization • Advanced principles and techniques involved in payroll preparation and processing • Applicable laws, codes, regulations, policies and procedures • Complex arithmetic calculations • Financial and statistical record-keeping techniques • Interpersonal skills using tact, patience and courtesy • Operation of a computer and assigned software • Oral and written communication skills



- Organization and direction of payroll operations and activities
- Organizational payroll policies and objectives
- Preparation of financial statements and comprehensive accounting reports
- Preparation, maintenance, verification and processing of payroll records, reports, and accounts
- Principles and practices of supervision and training
- Tax withholding, voluntary deductions, garnishments and supplemental insurance

Ability to:

- Analyze situations accurately and adopt an effective course of action
- Assure proper and timely resolution of payroll discrepancies, issues and conflicts
- Communicate effectively both orally and in writing
- Coordinate communications, information and personnel to assure smooth and efficient payroll activities
- Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Meet schedules and time lines
- Monitor, audit, adjust and reconcile payroll data
- Operate a computer and assigned office equipment
- Organize and direct payroll and benefits operations and activities to assure classified and certificated employees are paid in an accurate and timely manner
- Perform arithmetic calculations quickly and accurately
- Plan and organize work
- Prepare records and reports related to assigned activities
- Train, supervise and evaluate the performance of assigned staff
- Work independently with little direction

Training/Education and Experience

Any combination equivalent to: graduation from high school or equivalent GED; college-level course work in accounting, business or related field; and five years of increasingly responsible experience in payroll, accounting or fiscal services. Some experience in working with public school district payroll, benefits or accounting functions is desirable.

Licenses:

Valid California Class C Driver's License and evidence of insurability.

Working Conditions/Physical Requirements:**WORKING CONDITIONS:**

- Constant interruptions
- Driving a vehicle to conduct work
- Indoor office environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials

Board Adopted:	November 15, 2022
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Revised:	
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