Title: **Payroll Coordinator** Pay Grade: 307
Reports to: Administrator Assigned FLSA: Exempt
Department: Payroll Length of Assignment: 226 days

Summary

Coordinate and manage the operations of the Payroll Department, including the preparation of assigned payroll, supervision of payroll clerks, garnishment administration, analysis of time and attendance reports, analysis of worker's compensation benefits, interface administration, and tax deposit transmission. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Supervise, review, and/or prepare reports as required by district policy, the Texas Education Agency (TEA), Texas Employment Commission (TEC), TRS, Internal Revenue Service (IRS), or other regulatory agencies.
2. Coordinate operations of the payroll department including reviewing procedures and methods to assure the most efficient methods utilizing electronic data processing and advanced management techniques.
3. Supervise the monthly and biweekly payroll preparation, including but not limited to determining system interface accuracy and coordinating timing of garnishment administration, calculation of contract adjustments required by leave of absences, and analysis to support finalization of pay runs.
4. Supervise payroll clerks and administrators assigned to payroll processing.
5. Develop custom reports to extract needed financial data from payroll systems.
6. Assist in the development and delivery of payroll training procedures to all district staff.
7. Test report development/analysis and system upgrades/interfaces in cooperation with the Business Information System (BIS) department.
8. Prepare and maintain up-to-date written accounting procedures and policies as they relate to biweekly payroll processing.
9. Develop and implement controls to ensure the accuracy of computer input/output and oversee payroll corrections and adjustments.
10. Work cooperatively with Human Capital Management, Risk Management, and Accounting personnel to produce timely, accurate payrolls.
11. Serve as a resource for principals, directors, and all personnel who call for assistance or have inquiries concerning specific paycheck questions or district policies.
12. Complete inquiries from internal and external auditors.
13. Comply with records management, retention, and control requirements.
14. Comply with policies established by local board policy and state and federal law, including the State Board of Education rules.
15. Act as liaison between the district and external organizations, including those conducting financial audits of district records, such as TEA, other granting agencies, and the independent external auditor, preparing or reviewing schedules and information as necessary.
16. Oversee quarterly and annual tax reporting and special projects as required.
17. Attendance at the work site is required to meet essential functions of the job.

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Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree; four (4) years' experience in payroll or related field, and two (2) years supervisory experience. Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) preferred. Expertise with Microsoft Office products, to include Excel formulas; familiarity with HRMS (Human Resources Management Systems) and time and attendance software. Requires strong organizational and analytical skills; strong verbal and written communication skills. Skilled in problem solving, attention to detail, customer service, and interpersonal relations.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional irregular hours; occasional districtwide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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