

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Payroll Coordinator
Location: Superintendent's Office
Job Group: Non-Certified, Non-Union Support Staff
Reports to: Business Manager

Summary: Responsible for the administration and processing of an accurate, timely and systematic payroll.

Essential Duties and Responsibilities: *(Other duties may be assigned)*

1. Process payroll data for employees and maintains accurate, up-to-date files of all payroll-related information.
 - a. Distribute payroll deductions in compliance with local, state and federal statutes.
 - b. Balance payroll and withholding general ledger accounts.
 - c. Prepare, verify and distribute checks.
 - d. Prepare, verify and distribute direct deposit information.
 - e. Process updates to the employee portal.
 - f. Prepare required governmental reports 941s, W-2s, etc.
 - g. Maintain accurate payroll files on employees.
 - h. Process all court ordered deductions.
 - i. Maintain employee attendance records in collaboration with the Benefits Coordinator.
 - j. Process verifications of employment and final salary affidavits.
 - k. Prepare employee contracts.
- l. Prepare required quarterly Vermont retirement reports and annual year end reconciliation.

2. Perform other accounting functions such as balancing bank statements, processing purchase orders or special projects.

3. Work with representatives of government, employees and retirement agencies to provide relevant information.

4. Compile data for personnel information and prepares related reports.

5. Cross-train in all areas of Business Office functions.

6. Collaborate with the Benefits Coordinator to ensure that deductions are correct.

7. Remain current with changes in software and work to utilize the accounting software program(s) to the fullest potential.

8. Perform other duties as assigned.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Minimum of Associate Degree and two years of payroll experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with individuals and before groups of employees.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrated ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to operate personal computer software, especially spreadsheets. Ability to develop effective working relationships with the greater school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all federal, state and local regulations and all district requirements and School Board policies.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the district may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to stand, walk, operate a computer, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds, such as payroll reports or cases of computer paper. Specific vision abilities required by this job include close vision and depth perception.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually busy and moderately noisy. Position usually demands meeting deadlines with severe time constraints.

Terms of Employment: 12 months

Evaluation: Annually by the Business Manager

Date Revised: February 5, 2018; June 27, 2019

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 for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.