

JOB TITLE: Payroll Coordinator

Salary Range: \$19.00 to \$24.00 per hour depending on experience

JOB SUMMARY: Organize and direct the accounting processes of the Payroll Department in preparing and producing the District's payroll. To assure employees are paid in an accurate and timely manner; direct and participate in the preparation, maintenance, processing, analysis and auditing of payroll data, records and reports.

REPORTS TO: Chief Financial Officer

PROFESSIONAL QUALIFICATIONS: Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and demonstrated payroll experience of three to five years. Must demonstrate analytical, computer, organizational, oral and written communication skills. Candidates must possess the knowledge of methods, terminology, principles, practices, procedures, materials, requirements, processes and equipment applicable to assigned field.

ESSENTIAL FUNCTIONS:

1. Coordinate the District's payroll system and reporting functions in accordance with Valparaiso Community Schools' policies and procedures; coordinate the processing of payroll and related data, forms and applications to assure employees are paid in an accurate and timely manner; assure payroll functions comply with federal, state and local laws, codes, rules and regulation.
2. Organize, direct, and participate in the processing and auditing of employee time information and related reports and documents; coordinate the input and adjustment of employee time information including deductions in an assigned computer system; identify, evaluate and assure proper and timely resolution of payroll errors and discrepancies.
3. Participate in calculating, preparing and revising salaries, deductions, hours, taxes, leave and other payroll data and adjustments; review, evaluate, and audit payroll and related financial and statistical data, records and reports to assure accuracy and completeness; participate in making corrections, additions and deletions.
4. Provide technical assistance to Valparaiso Community Schools' employees regarding payroll activities and related functions; respond to inquiries and provide detailed and technical information concerning related standards, requirements, calculations, deductions, taxes, benefits, data, laws, codes, regulations, policies and procedures.
5. Coordinate communication and information to assure smooth and efficient payroll activities; assure proper and timely resolution of payroll discrepancies, issues and conflicts; coordinate the preparation and processing of payroll records and reports between various Valparaiso Community Schools' personnel, administrators and stakeholders.
6. Participate in calculating and processing checks for special payroll transactions such as retirements, terminations, leave of absences and other matters; calculate and audit gross payrolls; balance teacher contracts to assure accurate employee payments; generate manual checks as needed.
7. Organize and direct the assembly, sorting, tabulation, review and posting of a variety of financial and statistical payroll data; research, compile, prepare and revise payroll and accounting data; reconcile and assure proper balancing of payroll accounts.

8. Coordinate and participate in data entry, updating and auditing of a variety of payroll data in an assigned computer system; establish and maintain automated records; extract and adjust data, develop spreadsheets, initiate queries and generate a variety of computerized records and reports related to District payroll activities.
9. Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits, taxes and benefits; facilitate the processing, issuing and preparation of paychecks for distribution; coordinate state audits of the Valparaiso Community Schools' payroll system and financial reports.
10. Maintain and update deduction schedules with changes; maintain schedule of payroll reporting time lines; assure mandated reports are completed and submitted to appropriate administrators, governmental agencies or stakeholders in accordance with established time lines.
11. Review and audit payroll data, records and reports for accuracy; compare, audit and reconcile payroll reports and printouts with payroll records to assure accuracy of pay warrants.
12. Maintain current knowledge of laws, codes, regulations and pending legislature related to the payroll function; adjust activities to meet state and federal requirements as appropriate.
13. Compose, distribute and respond to a variety of correspondence; duplicate, distribute, collect and request materials as needed.

Perform related duties as assigned by the Chief Financial Officer, Superintendent, or designee designed to meet the particular needs of the district.