JOB TITLE: PAYROLL COORDINATOR

JOB DESCRIPTION:

Responsible for planning, organizing, and controlling all aspects of the District’s payroll function. This includes, but is not limited to, administrative duties involving the development and maintenance of payroll systems, internal controls and records, and the supervision of the day-to-day payroll processing operations and related accounting entries within an automated systems environment. Also coordinates related requirements of government agencies such as Internal Revenue Service, Florida Retirement System, Social Security Administration, Division of Family Services and Department of Labor with the School District’s payroll function.

Duties of this position include but are not limited to:

1. Supervises and evaluates personnel.
2. Assists in making recommendation for employment.
3. Assigns priorities and deadlines.
4. Coordinates work flow and procedures between payroll and Human Resources Department.
5. Certification of current year earning for leave pay outs to the Social Security Administration.
7. Plans and controls the payroll accounting and warrant distribution system for the District in compliance with School Board policy and procedures, Florida Statutes, Florida Retirement System Rules and Regulations, Federal Wage and Hour laws, Social Security Administration, Internal Revenue Service and American Institute of Certified Public Accounts guidelines.
8. Monitors payroll system compliance with School Board policy and procedures, union contracts, Florida Statutes, Florida Retirement System and Federal laws.
9. Researches, analyzes, develops and implements changes to payroll related District policies and procedures and provides training and direction to personnel in departments and schools.
10. Evaluates the payroll system’s internal controls and procedures and recommends changes as needed to ensure the safeguarding of assets; identifies and initiates appropriate accounting procedures to prevent or correct errors or irregularities.
11. Approves issuance of special payroll checks; reviews and approves terminal pay calculations; reviews and signs teacher/administrative final and amended salary certifications.
12. Is responsible for the preparation and reporting of payroll information to third parties such as W-2’s, 1099’s, and 941 quarterly payroll tax returns; reviews orders and authorizes income deductions for child support, alimony and other wage garnishments.
13. Interacts with management information systems personnel on a regular basis to develop or modify software programs for payroll processing applications.
14. Keeps abreast of changes in local, state, and federal laws and changes in Board policy and union contract language as they pertain to the payroll function.
15. Other duties as assigned.

REQUIRED QUALIFICATIONS:
1. Bachelor’s Degree in Business Administration, Accounting or related field from an accredited institution.

DESIRED QUALIFICATION:
1. Minimum of five years experience related to accounting and payroll procedures.
2. Experience in supervising the work of others.
5. Experience with personal computers with emphasis on spreadsheets.