



## **Dist Coord 4 PT / Payroll**

### **Purpose Statement**

The job of Dist Coord 4 PT / Payroll is done for the purpose/s of supervising all District payroll-related issues; ensuring the accuracy of preliminary and final electronic and written payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for District payroll data and/or reports; providing timely and accurate District payroll production; and directing assigned employees.

This job reports to Director of Personnel

### **Essential Functions**

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Authorizes monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Confers with a variety of internal and external parties (e.g. team members, city/state/federal agencies, Alio, administrators, accountant, budget analyst, etc.) for the purpose of ensuring the resolution of system problems and/or the accurate processing of payroll.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Coordinates enrollment and deductions in employee benefits along with Benefits Specialist for the purpose of ensuring that employees deductions are accurate, and are according to district guidelines and procedures.
- Develops and processes a wide variety of payroll information in Alio (e.g. pay schedules, calendars, pay cycles, employee deductions, calc codes, common codes, pay classifications, salary schedules, pay periods, frequency codes, bank details for direct deposit, tax tables, retirement rates, wage garnishments, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Informs other payroll staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Monitors assigned payroll activities and/or program components for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 control, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Prepares a variety of state and federal reports (e.g. monthly, quarterly, annually, etc.) for the purpose of ensuring that guidelines are followed and requirements are met.
- Processes a wide variety of payroll documents and materials both manually and electronically (e.g. time sheets, withholding information, COBRA, employee contributions, etc.) for the purpose of disseminating information to appropriate parties.
- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information in coordination with benefits specialist (e.g. payroll reports, medical/dental/vision/disability billing forms, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- Trains district staff in payroll procedures (e.g. updating employee online time card system, etc.) for the purpose of ensuring that proper guidelines and procedures are followed.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: monitoring activities; preparing and maintaining accurate records; using pertinent software; budgeting and cost control; analyzing; specs for BiTech work orders; technical aspects of HR/Payroll benefits; and recordkeeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation; monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws; computer software and troubleshooting; data analysis.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

District software Current State and Federal  
Employment Law

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Level 4