

**Payroll Coordinator**

**Primary Function**

To manage the Payroll Section of the Business Office.

**Organizational Relationships**

Reports to the Business Manager and receives direction from the Controller.

**Qualifications**

- Graduation from high school and 2 years of college or technical school training in advanced bookkeeping, office systems and procedures, and technology.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.
- Ability to make computations with speed and accuracy.

**Performance Responsibilities**

1. Receive and compute payroll including deductions and withholdings.
2. Prepare monthly, quarterly and annual TRS, IMRF and dues reports.
3. Process TSA and credit union requests.
4. Maintain records pertaining to deductions and withholdings.
5. Maintain staff leaves and absence records.
6. Maintain payroll databases.
7. Prepare State Milk Report for reimbursement.
8. Prepare quarterly tax returns for Federal and State(s).
9. Proof and process annual W-2s for distribution.
10. Perform other related duties as assigned by the department administrator.

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.