

**Roswell Independent School District
Job Description**

Job Title: PAYROLL COORDINATOR

Salary Schedule: ADMINISTRATIVE COORDINATOR

Department: PAYROLL – BUSINESS OFFICE

Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS

General Job Description:

Under general direction, prepare contract employee payroll for timely and accurate distribution.

Essential Duties and Responsibilities:

1. Complete Proforma payroll, twice per month, for contract employees, including verification of accuracy.
2. Complete employee payroll set-up/update, matched to proper employee work calendar, salary schedule and funding source, of new hire and terminated employees, based on the receipt and record of Human Resource Department provided “Action Form” documentation indicating the Superintendent/designee’s authorization of employment and district salary schedules.
3. Process payrolls for each pay period including employee direct deposits, paper checks and tax deposits, to ensure on-time and accurate distribution of payroll to district employees.
4. Process timesheet payroll monthly, including calculation of hours to pay, balance deductions, and required data input.
5. Enter new employees into the EMS system, including contract dates, board approval verification, W-4 accuracy, insurance deduction, and direct deposit.
6. Assist with the reconciliation of flexible cafeteria plans and self-insurance plans.
7. Complete monthly employee retirement report that includes new and terminated employees.
8. Process education retirement, state taxes, RHCA, and garnishments and submit RISD payment.
9. Provide employment verification for financial institutions and prospective employers; ensure proper release of information forms has been submitted and approved.
10. Cross-train with and perform as backup to the Payroll Specialist, for coverage during absences.
11. Ability to address questions from employees relative to payroll.
12. Knowledge of computer systems, including databases and word processing programs.
13. Ability to maintain appropriate professional confidentiality to sensitive matters and employee information and databases.
14. Ensure the safeguarding of district assets and payroll system access.
15. Flexible and ability to prioritize tasks and maintain accurate and detailed records on a deadline.
16. Maintain the ability to work independently with little supervision, as well as to coordinate successfully within a team-working environment.
17. Report to work on time and work no less than 7 and ¾ hours per day.
18. Review and enter pay-dock, calculate long-term effect of employee pay-dock and interact with employees as required.
19. May be required to perform other related functions as assigned by management.
20. Assist the Payroll Specialist as needed.

Supervisory Responsibilities:

Required to supervise District Payroll activities and staff, student-workers and/or temporary workers, assigned to the functions of district payroll entry and preparation.

Preferred Qualifications:

1. Master’s Degree in Accounting, Business Administration, Finance or related field.
2. Five years’ experience in accounting for greater than 50 employees organizational payroll preparation.
3. Knowledge of New Mexico E.R.B. and legislative mandates affecting payroll and benefits administration.

Required Qualifications:

1. Bachelor Degree of Accounting, Business Administration, Finance or related field.
2. Knowledge of Generally Accepted Accounting Practices and Payroll preparation process requirements.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date

