

<b>Job Title:</b>	Payroll Corrdinator	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Payroll Manager	<b>Pay Grade:</b>	308
<b>Dept./Campus:</b>	Financial Services/Payroll	<b>Date Revised:</b>	November 6, 2020

**Primary Purpose**

Perform moderately complex payroll duties in support of the department. Coordinate projects and assignments to ensure the accuracy and reliability of payroll data, promote operational efficiency, and adhere to adopted policies, procedures, and regulations.

**Qualifications****Education/Certification**

High School Diploma/GED or High Education from an accredited institution of higher education

**Special Knowledge/Skills**

- Ability to coordinate projects to staff and under firm deadlines
- Ability to apply analytical thinking skills to solve unforeseen encounters
- Knowledge of appropriate Federal and State reporting guidelines
- Knowledge of accounting principles and the application of these principles to public school finance
- Ability to use a personal computer and business software to include Word, Excel for word processing and to develop spreadsheets and databases
- Ability to interpret policy, procedures, and data
- Excellent organization, strong communication, public relations, and interpersonal skills

**Experience**

Four (4) years payroll or related experience

**Major Responsibilities and Duties**

1. Coordinate and communicate to staff the project deadlines for payroll processing, and reports project status to assistant manager and manager.
2. Coordinate with campus and department administrators to ensure timely approval of timecards and approved time off.
3. Coordinate with Human Resources, Budget, and Technology Departments to ensure the accuracy of extra-duty pay and other payroll payments.
4. Coordinate with Human Resources on status and payments to employees on Family Medical Leave Act.
5. Coordinate with Human Resources and resolve pay discrepancies between payroll business system and expected outcomes for accuracy.
6. Work closely and oversee the duties of the senior payroll clerks.
7. Review function pay set up in the payroll business system for validity.
8. Assist employees with intricate pay calculations.
9. Initiate and coordinate the automation of manual processes on a districtwide basis.
10. Conduct analysis of payroll data for precision and completeness.
11. Review, research, and recalculate position changes for accuracy and compares to the payroll business system.
12. Explain, develop and transmit instructions and demonstrate work to other employees under the assistant manager and manager's supervision.
13. Review and recalculate Workers' Compensation benefits in combination with employee leave balances.
14. Generate pre-payroll processing reports and assist in the reconciliation of pre-payroll processing reports.
15. Schedule, arrange, and prepare documentation for meetings as required by assistant manager and manager.

- 16. May supervise work assignments of other payroll staff under the direction of assistant manager and manager.
- 17. Provide training and support District-wide regarding payroll and payroll reporting requirements and changes.
- 18. Assist employees and retirees with questions, processing of required paperwork regarding pay information.
- 19. Maintain confidentiality regarding employee information.
- 20. Stay abreast of current changes in payroll laws.
- 21. Uphold and adhere to the District’s safety rules, policies, and procedures.
- 22. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours. Prolonged use of the computer and repetitive hand motions.

**Terms of Employment**

221 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.