Payroll Coordinator
Human Resources

JOB SUMMARY
This position is responsible for coordinating college payroll functions.

MAJOR DUTIES
- Compiles, processes and validates monthly, bi-weekly and special payrolls; checks and adjusts payroll calculations; processes extra pay.
- Verifies time cards and absence reports.
- Processes month-, quarter- and year-end reports.
- Prepares correspondence to vendors as directed.
- Writes and processes queries as requested.
- Provides assistance to faculty, staff, student employees and the general public.
- Provides assistance to personnel on matter related to employee benefits.
- Reconciles benefits deductions.
- Troubleshoots and resolves payroll concerns.
- Maintains payroll records.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION
- Knowledge of state and federal labor laws.
- Knowledge of computers and job-related software programs.
- Knowledge of payroll accounting processes.
- Knowledge of employee benefits and deductions processes as related to payroll.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of college policies and procedures.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS
The Human Resources Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES
Guidelines include GAAP, college payroll policies and procedures, software operations procedures, Internal Revenue Service regulations, banking rules, and Board of Regents policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK
- The work consists of varied specialized duties in the administration of the college payroll. The need for accuracy contributes to the complexity of the position.
• The purpose of this position is to administer the college’s payroll functions. Success in this position contributes to the efficiency, effectiveness and accuracy of those functions.

CONTACTS

• Contacts are typically with co-workers, other college employees, bank representatives, and members of the general public.
• Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

• The work is typically performed while sitting at a desk or table.
• The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

• Knowledge and level of competency commonly associated with the completion of an associate’s degree.
• Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.