

Jurisdiction: School Districts  
Jurisdictional Class: Competitive  
Adopted: 10/20/05  
Amended: 7/26/10; 7/1/16; 11/19/19; 10/2/23

## **PAYROLL COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is important accounting work involving responsibility for a variety of accounting tasks in the preparation and control of payrolls. The work requires the understanding of specific laws, labor contracts, and office procedures and policies. This position is also responsible for maintaining records for the department's budget and expenditures/revenues. The work is performed under the general supervision of a higher level administrator. Supervision may be exercised over one or more subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Receives balances and audits payroll time sheets for all departments;  
Enters adjustments to computerized payroll;  
Prepares and maintains a payroll master file;  
Compiles data and prepares periodic records and reports of payroll deductions such as social security, state and federal tax withholdings, union dues, health insurance, New York State retirement, and Worker's Compensation, etc.;  
Computes and writes checks for transfer of funds for payroll accounts;  
Reviews payroll register for accuracy, makes corrections as needed, and authorizes the printing of paychecks;  
Prepares spreadsheets to forecast figures for labor contract negotiations, budgets, etc.;  
Coordinates leave accrual program and ensures departmental entry and compliance;  
Distributes paychecks and payroll registers to departments;  
Computes and writes checks for garnishments;  
Maintains employee records in an accounting software program;  
Assists in administering health insurance plans, including ensuring payment and processing related invoices;  
Processes workers compensation and retirement forms;  
Prepares, under the direction of a higher level administrator, the annual operating budget and insures the maintenance of necessary financial controls and payment of vouchers;  
Operates a variety of office equipment such as data entry terminal, calculator, check-writer, copier, and printer;  
Answers telephone and provides routine information;  
Performs a variety of bookkeeping tasks in the maintenance of payroll and other account records.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods used in keeping and checking financial/payroll records and accounts;  
Good knowledge of federal and state payroll laws including child support and garnishment deductions;  
Good knowledge of office terminology, procedures, and equipment;  
Good knowledge of business arithmetic and English;

Ability to analyze and organize complex data and to prepare records and reports;  
Ability to develop effective working relationships and deal diplomatically with public, subordinates and other work contacts;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to maintain accurate records and accounts;  
Considerable interpersonal skills necessary to teach, instruct, advise, plan and coordinate payroll processes;  
Integrity and good judgement in solving complex account keeping problems;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a Bachelor's degree or higher in Accounting, Mathematics, Business Administration, Economics, or closely related field; OR
- (b) Possession of an Associate's degree or higher in Accounting, Mathematics, Business Administrative, Economics, or closely related field and two (2) years of experience in payroll processing; OR
- (c) Possession of a high school diploma or equivalency diploma AND four (4) years of experience in payroll processing; OR
- (d) Any equivalent combination of training and experience as described in (a) and (b) above.

**NOTE:**

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.