

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator Payroll Services  
**Reports To:** Controller  
**FLSA Status:** Exempt

### **SUMMARY**

Supervises and coordinates activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing assigned duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Reviews, or directs review of, newly hired workers' names, rates of pay, and occupations, and modifies wage rates and occupations of employees on payroll.

Records, or directs recording of, new or changed pay rates in payroll register and computer files.

Directs computation of pay according to school district policy.

Directs compilation and preparation of other payroll data such as pension, insurance, sick leave, and credit union payments.

Reviews and approves payroll deductions.

Maintains an understanding of the Fair Labor Standards Act and ensures compliance of this act to all payroll.

Directs preparation of government reports.

Reviews payroll to ensure accuracy.

Determines work procedures, prepares work schedules, and expedites workflow.

Ensures the monthly reconciliation of all payroll liability general ledger accounts.

Develops reports and reporting systems to provide district management with information for decision making.

Assists in the preparation of annual surveys and periodic requests for information by Texas educational groups and school districts.

Studies and standardizes procedures to improve efficiency of subordinates.

Keeps records of leave pay and nontaxable wages.

Assists with development and review of internal controls.

Works with other departments, as necessary, to create efficient and accurate processes.

Prepares and issues paychecks.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Payroll Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Accounting, Finance or Business Administration and three years of related experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members of the board of trustees, administrators, staff, auditors, and the general public.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **OTHER SKILLS and ABILITIES**

Must be able to operate a computer and working knowledge of Microsoft Office, Excel, Word and PowerPoint preferred. Must be proficient in basic business applications such as Microsoft Office (Outlook, Excel, Word) and in use of the internet.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

## **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** September, 6, 2019

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