

PAYROLL COORDINATOR

GENERAL STATEMENT:

Perform payroll functions, assist with other Human Resources and Business Office duties as needed.

REPORTS TO:

Director of Human Resources for payroll and other HR duties

Dotted line to Director of Accounting Services/Controller for business office duties

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's degree in accounting or closely related field required with specialized courses in payroll desirable; Bachelor's degree in accounting or closely related field preferred.

LICENSE OR

CERTIFICATION:

Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) preferred.

EXPERIENCE:

Minimum two (2) years work experience with computerized payroll systems. Experience in higher public education preferred.

OTHER:

- Working knowledge of automated payroll systems as well as ability to compute payroll manually.
- Ability to navigate websites for the purpose of researching payroll procedures and related legal topics.
- Proficiency in Microsoft Windows, Word and Outlook, high level of proficiency in Excel including the ability to create/maintain spreadsheets and understand logic used to create them.
- Ability to work well and communicate clearly and effectively both orally and in writing with co-workers, faculty, staff, administration and students.
- Ability to balance accounts and reconcile/resolve discrepancies.
- Organized, detail-oriented and flexible; ability to complete multiple tasks in an accurate and timely manner under time constraints with a calm demeanor.
- Ability to maintain confidentiality of all information received.
- Ability to input data accurately.
- Ability to use calculator with speed and accuracy.
- Ability to work independently with sound judgment.

DUTIES AND RESPONSIBILITIES:

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- Stay up-to-date on IRS payroll procedures.
- Work with IT Computing Services staff as needed to resolve any payroll system problems.
- Process all payrolls: Faculty and Staff, Institutional and Work-study using complex software applications.
- Enter Contracts/Salary statements at beginning of the fiscal year and as needed throughout the year.
- Compile, verify and enter payroll from timesheets, special assignment agreements and contracts.
- Review timesheets and absence slips.
- Calculate overtime and time to be docked. Enter absences into iSeries payroll system.
- Enter other miscellaneous payroll data as necessary
- Maintain attendance spreadsheet for all employees; maintain compensatory time spreadsheet and prepare payments for those over 75 hours.
- Run, stuff and sort paychecks and EFT forms.
- Scan all payroll related documents.
- Analyze and pay payroll liabilities to federal, state and other entities.

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- Analyze payroll transactions for fringe benefit insurance and retirement accounts to insure accurate posting to the general ledger.
- Prepare and submit quarterly federal tax return (Internal Revenue Service form 941).
- Prepare and submit Texas Workforce Commission Quarterly Wage report.
- Prepare and submit annual Workman’s Compensation Audit Report.
- Prepare, distribute and submit W-2 forms to employees and Social Security Administration.
- Maintain un-cashed check file for payroll checks.
- Recommend enhancements to payroll related policies and procedures; implement upon approval by the Director of Human Resources and Director of Accounting Services/Controller
- Other duties as assigned by the Director of Human Resources or Director of Accounting Services/ Controller, or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May occasionally require irregular evening or weekend hours

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee’s Signature

Date

Supervisor’s Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/10/11

Revised: 9/23/16

JD474