

PAYROLL COORDINATOR

GENERAL STATEMENT:

Responsible for all phases of the payroll; Assist in the daily operation of the Business Office.

REPORTS TO:

Director of Accounting Services and Controller

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in payroll; an Associate degree in accounting preferred.

LICENSE OR CERTIFICATION:

Payroll certification preferred.

EXPERIENCE:

Minimum two (2) years work experience with computerized payroll systems.

OTHER:

Working knowledge of automated payroll system as well as ability to compute payroll manually. Ability to navigate websites in order to research payroll procedures & responsibilities as well as legal questions. Ability to create/maintain spreadsheets and understand logic used to create them. Ability to communicate clearly and effectively in written and verbal communication with internal and external contacts. Ability to balance accounts and reconcile any discrepancies. Extremely organized and detail-oriented as well as flexible in order to complete tasks in timely manner. Ability to maintain confidentiality of all information received. Ability to input data accurately. Ability to use calculator with speed and accuracy.

DUTIES AND RESPONSIBILITIES:

PAYROLL

- 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 & Staff, Institutional and Workstudy using complex software applications.
- Enter Contracts/Salary statements at beginning of the fiscal year & as needed throughout the year.
- Enter payroll data (work packets, extra deductions, etc.).
- Compile, verify & enter payroll from timesheets, special assignment agreements & contracts.
- Check timesheets & absence slips.
- Figure overtime & time to be docked. Enter absences on AS400.
- Maintain attendance spreadsheet for all employees; maintain comp time spreadsheet & prepare payments for those over 75 hours.
- Run, stuff & sort paychecks & EFT forms.
- Scan all documents.
- Analyze & pay payroll liabilities to federal, state and other entities.
- Provide accurate fringe benefit accounts and amounts for retirement funds.
- Prepare quarterly & year-end 941 reports. Prepare, balance and mail W-2s.
- Maintain un-cashed check file for Payroll.

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OTHER DUTIES:

- Main contact for students, employees & Nelnet (the on-line T&F payment system) staff regarding any problems as well as setting dates & procedures for installment contracts.
- Compute and process Room & Board refunds and dorm deposit refunds.
- Reconcile Tuition & Fees, Room & Board, NSF checks, and R2T4's monthly.
- Verify financial aid runs & sort & distribute checks.
- Verify Tuition & Fee refunds and mail checks.
- Participate as required in the registration process.
- Other duties as assigned by the Director of Accounting Services and Controller, Assistant Controller or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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:

JD474