

JOB DESCRIPTION

Bethel Public Schools · Bethel, CT

POSITION TITLE: Payroll Coordinator

Qualifications:

- A) Proficiency in bookkeeping and accounting procedures.
- B) Commitment to payroll best practices, maintaining confidentiality and customer service.
- C) Advanced secretarial skills.
- D) Strong computer skills, with proficiency in various computer applications including spreadsheets and enterprise resource planning software. School ERP Pro (Infinite Visions) preferred. Google Suite Preferred.
- E) Ability to follow complex instructions, prioritize work, multitask, and solve problems independently.
- F) Ability to make accurate mathematical calculations.
- G) Ability to answer questions in person or over the telephone and handle telephone calls tactfully and courteously.
- H) Strong organizational skills.
- I) Such alternatives to any of the above as may be in the best interests of the school system.

Education/Training/Experience: High School Diploma and at least 3 years bookkeeping/payroll experience or an equivalent combination of training and experience.

Reports To: Director of Finance and Business Operations and the Accounting Manager

Job Goal: To ensure timely and accurate payment of all salaries and related expenses in accordance with State and Federal Laws and contractual obligations of the Board of Education.

Performance Responsibilities:

Payroll Processing

- Conducts all aspects of bi-weekly payroll processing for all BOE employees to include data entry, disbursements, deposits, garnishments, payments, posting, and journal entries.
- Prepare reports and transmit payroll financial data on a Weekly, Monthly, Quarterly and Annual basis to include: payroll, social security/Medicare, federal/state withholding, dues and State of Connecticut Labor Department.
- Maintains positions and job codes for hourly employees in the timekeeping system.
- Works with Human Resources Manager to establish pay dates in accordance with individual contracts and ensures timely payment of salaries accordingly.

Accounts Payable

- Processes payroll deduction payments for insurance benefits, union dues, pension contributions, and tax sheltered annuities.

JOB DESCRIPTIONS (continued)

6.07

Locator

Prepare Reports and Maintain Records

1. Prepares, updates, and maintains
 - Individual payroll records for all employees.
 - Individual benefit records for all employees.
 - Cumulative records for all employees.
 - Billing records for union dues, pension contributions, credit unions and tax sheltered annuities.
 - Billing records for insurance benefits.
 - Prepares or supervises the preparation of all state and federal forms relating to payroll functions including quarterly and year end tax filings, W2s and W3s.
 - Medicare reimbursement reports.
 - Prepares statistical reports as requested by the Director of Finance and Business Operations.
 - Prepares salary history reports for retirement for the Town and reconciles pension benefits for various pension plans, including TRB, when requested.
 - Prepares earnings statements for Workers' Compensation claims and bank loan requests.

Administrative Responsibilities

1. Drafts routine correspondence independently.
2. Prepares letters or documents as required.
3. Receives and screens incoming calls, handling routine matters independently, and routing calls as needed.
1. Maintains all payroll files.
2. Assist in the development and implementation of new technology programs as directed by the Director of Finance and Business Operations.
3. Develops and implements new procedures for office functions as needed.
4. Assists employees with benefit enrollment.
5. Performs other duties as assigned by the Director of Finance and Business Operations or Accounting Manager

Term Of Employment: 12-Month Position.

Evaluation: Performance of this position will be evaluated annually by the Director of Finance and Business Operations and the Accounting Manager.

Approved: 8/26/85

Revised: 10/19/00

Revised/Approved: 2/21/02/

Effective: July 1, 2002

Revised: 1/06, 3/06, 4/8/10, 10/19/23