

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Payroll Coordinator

Job Description

Reports to: Assistant Superintendent for Business and Operations

Status: Exempt

Term: 226 Days

Primary Purpose:

Manage payroll activities of the district. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions. Submits TRS TEAMS reports for the district. Ensure compliance with applicable state and federal laws and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

TASBO certification preferred

Special Knowledge/Skills:

Knowledge of local, state, and federal requirements relating to payroll issues and reports

Knowledge of auditing and accounting principles

Effective communication and interpersonal skills

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience:

Five years payroll experience at a high level of responsibility

Two years of TRS reporting

Major Responsibilities and Duties:

Payroll

1. Control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
2. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Payroll Coordinator

Job Description

3. Process payment of all liabilities generated through payroll, including taxes, Teacher Retirement System (TRS) deposits, insurance, etc.
4. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.
5. Process and resolve direct deposit and other banking interactions.
6. Prepare TRS and IRS reports.

Administration

7. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
8. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
9. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.

Supervisory Responsibilities:

Yes

Equipment Used:

Personal computer, printer, fax machine, copier, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Repetitive hand motions; prolonged use of computer.

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

Approved by _____

Date _____

Reviewed by _____

Date _____