

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – PAYROLL COORDINATOR

QUALIFICATIONS

Possession of a high school diploma or equivalent.

Minimum of five years experience in a payroll or bookkeeping capacity.

Previous experience with financial-related software.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to multi-task with accuracy, speed, efficiency and minimal direction with attention to detail and strict deadlines.

Ability to interact professionally with employees and the public.

DUTIES AND RESPONSIBILITIES

Be responsible to the Business Manager for the completion of all assigned tasks.

Handle information with professionalism, discretion, and confidentiality.

Prepare payroll on a biweekly basis including necessary deduction distributions and payroll reports.

Maintain payroll reports as required for bank reconciliations, governmental reporting (W-2, retirement, social security, medicare, unemployment compensation), voluntary deduction reporting, and internal accounting purposes.

Maintain list of payroll dates, as well as a list of supplemental salaries and their appropriate distribution dates.

Coordinate distribution of wages to proper accounts in the general ledger system.

Prepare letters for all support staff employees indicating new hourly rates, scheduled hours, and category for benefits.

Maintain payroll files to include all documents which support any payroll related transaction.

Prepare employment verification forms and unemployment questionnaires, as needed.

Maintain all benefits which affect payroll. Benefits provided by the employer must have the employer share of all costs coordinated with the Assistant Business Manager.

Assist the Business Manager with the development of the budget by doing accruals, salary and benefit estimates, and verifying new year scheduled hours for support staff.

Provide coverage for the Accountant, Bookkeeper, and Census/Tax Coordinator when necessary.

Discharge all other assignments properly delegated by the Business Manager.

EVALUATION

Evaluation will be conducted annually by the Business Manager in the areas of skill preparation, job performance, and interpersonal skills.