

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: PAYROLL COORDINATOR**

**JOB GOAL:** To plan and supervise the day-to-day work of payroll accounting and clerical personnel to facilitate and promote accurate and efficient payroll procedures and records.

**QUALIFICATIONS**

Knowledge of:

1. Organization and direction of District payroll operations, activities, policies and objectives.
2. Advanced payroll functions of an educational organization.
3. Practices of accounting, budget and fiscal planning.
4. Bargaining Unit contracts and negotiation techniques.
5. Correct English usage, spelling, grammar, and accounting/payroll terminology.
6. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
7. Effective public speaking techniques.
8. Interpersonal skills using tact, patience, and courtesy.
9. Ledger, statistical, and record-keeping procedures.
10. Oral and written communication skills.
11. Principles and practices of administration, supervision, and training.
12. Safety rules and regulations for this position.
13. School district audit guidelines and procedures.
14. School district payroll methods and processes.
15. Standardized Account Code Structure and other relevant laws and regulations.
16. State and District laws, policies, rules and regulations pertaining to payroll accounting and record keeping requirements and standards.
17. Automated and manual timecard accounting.

Ability to:

1. Assist in monitoring and follow-up of District audit findings.
2. Plan, coordinate, and conduct workshops related to payroll accounting and other related fields.
3. Be a productive and active team member.
4. Communicate clearly and effectively in both oral and written forms.
5. Develop and implement effective policies, systems, procedures, and practices related to payroll.
6. Establish and maintain effective work relationships with those contacted in the performance of required duties.
7. Establish effective processes and procedures to improve compliance with federal and state audit guidelines.
8. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
9. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
10. Interpret and apply laws, rules, and standards.
11. Maintain records and prepare reports.

**JOB DESCRIPTION**      **Payroll Coordinator**

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Ability to (continued)

12. Operate office machines and equipment including a typewriter, copier, personal computer, and calculator proficiently.
13. Perform long-range payroll and salary cost analysis for planning and forecasting.
14. Plan, direct, and supervise the work of assigned staff.
15. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
16. Prepare and assist in the preparation of various District budgets and Board budget reports.
17. Provide technical information and assistance to others concerning payroll transactions.
18. Provide work direction and guidance to other employees.
19. Receive and give information over the telephone or in person in a courteous manner.
20. Supervise and evaluate the performance of assigned staff.
21. Understand and carry out oral and written instructions, policies, and procedures.
22. Utilize skills in computers using spreadsheets, databases, word processing, and mainframe access.
23. Work successfully with diverse groups of people.
24. Work tactfully and effectively with administrators, employees, and the public.

Training and Experience:

1. Two (2) years of college accounting courses required, including courses in accounting or similar subjects.
2. Bachelor's Degree and/or Accounting Certificate desirable.
3. Three (3) years of successful experience in accounting, financial, payroll, or statistical records management and increasingly responsible coordinator work in accounting, business, payroll, or related field, preferably with a majority of experience within a school district setting; any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. Successful experience in supervising employees in the area of accounting or payroll.
5. A good work history demonstrating reliability and good attendance.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**REPORTS TO:**            Director of Fiscal Services or designee

**SUPERVISES:**         Payroll clerks, technicians, and assigned clerical personnel

**JOB DESCRIPTION**      **Payroll Coordinator**

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**ESSENTIAL FUNCTIONS**

1. Organizes and oversees payroll operations and activities to assure District employees are paid in an accurate and timely manner within established timelines.
2. Reviews information for accuracy, identifies discrepancies and makes corrections and resolves problems as necessary.
3. Reviews, reconciles, processes and submits District payroll tax returns, W2's and TSA reports.
4. Oversees and participates in a variety of records and reports pertaining to time sheets, pay rates, salary adjustments, abatements and attendance.
5. Participates in special District payroll projects including retro-active salary adjustments, bonus payments and agreements.
6. Prepares and verifies leave activity reports.
7. Assists with internal auditing of District, site, and department payroll records.
8. Cooperates with the District's external auditors and helps facilitate access to District records.
9. Develops controls for the disbursement of funds to ensure that payroll claims are correct, legal, and charged to the proper account.
10. Follows District policies and procedures.
11. Knows and understands the Mission and Core Values of the District.
12. Operates personal computer to generate lists, updates records, monitors expenditures, responds to requests, etc.
13. Participates in District in-service training as required.
14. Presents and maintains a pleasant appearance and demeanor.
15. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
16. Updates the payroll procedural manual on a continuing basis.
17. Uses and understands complex financial software such as the District Financial System.
18. Verifies accuracy of computer-generated reports; adjusts/corrects information as needed.
19. Performs other duties as assigned

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

**OTHER FUNCTIONS**

1. Obtains and provides payroll data for county, District and site departments as assigned.
2. Searches records and files to prepare reports and summaries.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk up to four (4) hours per day.
5. Able to squat, twist, stoop, kneel, and bend up to four (4) hours per day.
6. Able to sit for up to eight (8) hours per day.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift and/or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to one (1) hour per day.



**PROPOSED NEW**