



DATE	July 2009
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Payroll Coordinator
 DEPARTMENT/DIVISION: Finance
 REPORTS TO: Senior Accountant

SUMMARY: Responsible for performing professional payroll activities ensuring employees are paid, payroll taxes are calculated, deductions are processed and reporting is completed. Prepares monthly, quarterly, and annual reports as well as custom reports. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Processes and validates payroll and associated transactions, which includes: processing leave donations; uploading timekeeping system data into automated payroll processing system; editing pay and/or other items for hourly employees; creating compensatory time allocations; processing a variety of leave events and accruals and updates or makes adjustments to balances; designing and running queries to identify errors for employee pay, hours, and/or leave accruals; processing leave adjustments; processing overtime; performing earnings and deduction calculations; creating paychecks and direct deposits; creating jobs to show employee detail information; closing payroll and posting to the general ledger; processing out-of-cycle check runs; and/or, performing other related activities.
- Reconciling and reporting payroll activities, which includes: running and validating reports to ensure payroll was properly processed through the general ledger; updating worksheets for vendors, gross to net wages, taxable wages, and other related items and validating formulas; validating tax withholdings; calculating vendor payments; reconciling payroll activity; creating applicable reports; designing, testing, running, and validating W-2 data and information; designing, testing, running, and validating the processing of electronic transfers to applicable external agencies; creating applicable payroll adjustments; and/or, performing other related activities.
- Maintains and tests patches and updates to automated timekeeping system, automated payroll processing system, and/or, other related systems.
- Prepares and facilitates training on applicable automated systems related to payroll processing activities.
- Processes and maintains data and information generated from the automated timekeeping system, which includes: auditing timesheets for accuracy; making adjustments to time and/or leave; responding to requests for information from internal employees on system problems or issues; running and validating system-generated reports; creating interface files and uploading information into automated payroll processing system; creating timekeeping schedules; monitoring system security; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over staff supporting the payroll function.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of payroll processing principles and practices in a municipal setting;
- Knowledge of applicable Federal, State, and Local laws, rules, regulations, processes, and procedures;
- Knowledge of automated payroll processing systems;
- Knowledge of automated timekeeping systems;
- Skilled in calculating overtime for regular and civil service employees;
- Skilled in auditing employee pay for accuracy;
- Skilled in implementing payroll-related corrections;
- Skilled in creating and facilitating employee training;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Two years experience processing Payroll for the City of Carrollton
OR
- Three years experience processing Payroll for a Texas Municipal Government
OR
- Four years experience processing Payroll
OR
- Bachelor's degree in General Business or related field plus one year of experience processing Payroll

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.