JOB DESCRIPTION

Payroll Coordinator

REPORTS TO: Controller

PRIMARY FUNCTION:
The Payroll Coordinator will process the exempt employee payroll accurately by making correct and appropriate deductions and withholdings while complying with College policy and Federal and State regulations and tax code. This position will oversee the confidential operations of the Payroll department and assume responsibility for all payroll functions.

AREAS OF RESPONSIBILITY:

1. Responsible for the monthly exempt payroll including net pay distribution (checks and ACH), payroll deposits, and updating the general ledger. Maintenance of an exempt employee and faculty database of salaries, benefits, FTE, deductions, ACH information, etc. Obtain and verify authorizations to pay stipends, grants, honorariums, etc.

2. Oversee Payroll Department activities including bi-weekly payroll & student payroll. Provide back up for the Payroll Specialist.

3. Responsible for compliance with Federal and State laws regarding payroll processing and taxation of compensation and benefits. File all state and federal tax and information returns related to payroll and new hires including 941s, 945s, W-2s, W-2cs, W-4s, 5500s, unemployment reporting, etc. and prepare necessary quarterly and annual reconciliations.

4. Share responsibilities for:
   a. Testing and maintaining Lawson software setup for payroll, benefits, time accrual, etc. due to change in rates or policies. Responsible for testing of patches for all payroll related functions.
   b. Testing of new Lawson applications during upgrade process. Develop test plans and scripts to ensure accuracy before moving applications into production.

5. Other payroll & benefit responsibilities include:
   a. Balance, prepare and electronically transmit retirement plan contribution records and funds.
   b. Provide employee termination information for HR to prepare COBRA forms.
   c. Provide information for surveys, audits, budgets, etc.

6. Many other duties as assigned.
SUPervisory Responsibilities:  N/A

Contacts:
Auditors, IRS, employees, students, parents, and general public

Qualifications:
Essential:
- Associates degree in accounting, business, or equivalent degree.
- 5 years’ experience payroll processing including government reporting & payroll tax law.

Desirable:
- Bachelor’s degree in accounting, business, or equivalent degree.
- Certified Payroll Professional designation.
- One year Lawson Software experience

Knowledge, Skills, Abilities:
- Experience in payroll preparation and benefit programs
- Ability to research and understand state and federal tax laws and implications
- Experienced user of the Microsoft Office suite
- Critical understanding of the importance of confidentiality
- Strong attention to detail and high level of accuracy
- Ability to work under pressure and meet deadlines
- Multi-tasking ability and organizational skills
- Ability to communicate effectively and tactfully with a diverse group of employees
- Good communication skills, both written and oral
- Knowledge of GAAP and basic internal control procedures
- Familiarity with Lawson a plus

Prerequisites:  Criminal background check, credit check

Physical Demands:  N/A

Work Schedule:  FTE: 1.0
Term: 12-month
Shift:  8:00 A.M. – 5:00 P.M. Monday through Friday.

Approval:  Controller

Date:  June 2015