

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/17	PAYROLL COMPLIANCE COORDINATOR	2.2.14
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by controlling, analyzing, interpreting, and assuring compliance to a variety of highly responsible, complex duties involved in the monitoring, reporting, balancing, and remitting of payment to the Public Employee's Retirement System (PERS), and serving as liaison between the District and PERS. Assures tax compliance when filing payroll related quarterly tax reports to the IRS, and the balancing and reconciliation of payroll balance sheet accounts.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

An employee in this classification is expected to serve as a lead worker; may plan, assign and coordinate work of lower classifications, but does not supervise.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Controlling, analyzing and assuring compliance of PERS Policy, Rules and Regulations relative to all District employee PERS accounts.

Interpreting and applying PERS rules, policies, procedures, and regulations.

Performing complex calculations, balancing, preparing and remitting monthly PERS payment to PERS, following PERS rules, policies, procedures, and regulations.

Researching employee work history to determine PERS eligibility and related issues.

Compiling past year invoice data, verifying outcome, and preparing and remitting payment to PERS. Communicating with employees regarding monies owed to the District.

Coordinating, researching, analyzing, and monitoring the reconciliation of payroll balance sheet accounts in accordance with general accounting practices and principles.

Consulting with program managers and technical staff to identify reporting requirement needs.

Representing the District in PERS committees and task forces, and providing technical assistance as necessary.

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Coordinating, researching, compiling, analyzing, and evaluating data and preparing estimates, statements, and reports based on sound evaluation methods.

Compiling and maintaining individual files and records on pertinent payroll data necessary to perform the financial and statistical reports related to assigned areas.

Serving as a resource to and liaison between the supervisor and District staff regarding PERS.

Interpreting and providing generalized guidance to District staff regarding practices, rules, policies, procedures, and regulations affecting PERS employee deductions and District contributions.

Compliance with federal and state laws regarding making timely tax deposits as well as creating the journal entries and backup documentation for these deposits.

Analyzing, calculating, compiling, and preparing payroll quarterly tax reports to assure District compliance.

Balancing quarterly tax reports to the annual accumulators to ensure correct W-2's.

Providing technical support and training to payroll staff as necessary.

Coordinating the creation of and scheduling of reports with technology staff.

Developing and coordinating processing procedures for assigned area.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of research problem solving and program evaluation

Principles and practices of public payroll administration

Principles and practices of work organization and simplification

Relevant federal and state rules and regulations, and District policies and procedures

Analytical methods and techniques

General Accounting Practices and Principles

EDX software

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Principles, practices, and methods of a large web-based payroll system

Modern office methods, practices, procedures, and computer equipment.

Ability to:

Organize work effectively and exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products

Independently research, compile, and analyze complex statistical data, and prepare reports

Interpret and explain technical tax and PERS-related information

Evaluate and establish work priorities

Meet strict, preset deadlines

Work effectively in a team environment

Multi-task with the ability to adapt quickly to changing situations

Operate a personal computer with integrated financial system access and related peripheral equipment and software

Communicate clearly and concisely, both orally and in writing

Interpret and apply State and Federal tax laws regarding taxable and reportable income

Interpret and apply relevant PERS rules and regulations

Apply conceptual and analytical techniques to identify and solve complex problems

Develop and maintain procedural system controls

Maintain confidentiality of information

Prepare clear, complete, and concise reports and documentation

Perform complex mathematical computations and statistical analysis

Provide excellent customer service and conduct effective group presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five years or more of progressively responsible computerized payroll experience in a large agency or district, in which at least three years must include experience with Oregon Public Employees Retirement System processes and two years experience with payroll tax reporting and balancing.

Training:

Equivalent to a bachelor's degree in accounting, business administration, or a related field or three more years of relevant experience.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.
Moderate level of contact with district personnel and with outside agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Payroll Compliance Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____