

Job Description

Job Title: Payroll Coordinator

Supervisor: Supervisor of Payroll

Job Classification: Exempt

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Under the direction of the Payroll Supervisor, this position ensures the integrity and accuracy of Payroll/HR data used in payroll processing and reporting by regularly monitoring this data and facilitating corrective action as needed. Position assists the Payroll Supervisor with coordinating the division's payroll function ensuring accurate and timely payrolls. Position will monitor and train payroll staff. Position provides support with the perpetrations and filing of payroll taxes and other reports required by law.

Essential Duties

1. Ensures the integrity and accuracy of the Payroll/HR data used in payroll processing and reporting by regularly monitoring this data and facilitating corrective action as needed.
2. In the absence of the Payroll Supervisor the Payroll Coordinator will oversee the work of Payroll Staff, and ensure accurate and on time payroll processes.
3. Coordinates the division's payroll function ensuring accurate and timely payrolls. This includes coordinating and processing of data provided by all payroll analysts, specialists, assistant, centralized or decentralized and all departmental time keeping contacts who perform time entry functions.
4. Supports and assists with the implementing and maintaining electronic time keeping systems.
5. Serves on ERP System project team for major system enhancements to existing application software. Completes testing of major system upgrades related to payroll processing as directed by Supervisor of Payroll.
6. Responsible training of staff assigned to the Payroll department and/or decentralized users who will be keying or providing electronic files containing time and attendance data.
7. Assists in the preparation and maintenance of Payroll user documentation as it pertains to payroll.
8. Contributes to the development of policies and procedures related to payroll or the proper maintenance of the Payroll/HR module.
9. Supports the preparation of appropriate payroll taxes, journal entries, filing quarterly and annual tax submissions, including processing annual W2s and 1095c forms.
10. Develops and distributes payroll processing calendars and schedules on behalf of the Payroll Supervisor.
11. Coordinates ongoing tasks and processing updates between ERP, HR, and Payroll functional areas to ensure overlap in processes and/or deadlines are maintained without risk of data corruption, unscheduled down time or missed deadlines as directed by Supervisor of Payroll.
12. Maintains the addition and/or updating of master records in MUNIS to include Pay, Deduction, Accrual, and Job Class.
13. Maintain social security number integrity by monitoring MUNIS for changes and processing social security number verification checks via SSA.
14. Assists the Supervisor of Payroll with GL account reconciliation and budget planning.
15. Performs the duties incumbent of a Deputy Clerk for the Newport News School Board.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Payroll or any other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the

essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's Degree in Business Administration or Accounting and/or considerable related experience in Payroll/HR systems analysis and support. Must have experience working with ERP Payroll/HR systems; experience supporting ERP Payroll/HR systems a plus. Must be proficient in the use of Microsoft Word, Excel and relational database software applications. Must possess the ability to organize and supervise the operations of a payroll department. Must have demonstrated experience in applying general payroll principles and practices. Must possess the ability to perform mathematical computations quickly and accurately. Excellent oral and written communication skills. Ability to maintain confidentiality. Must be detail-oriented, well-organized; able to maintain a high degree of accuracy; very dependable. CPP Certification (Certified Payroll Professional) preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Assigned Staff

Supervision Received: Supervisor of Payroll

This job description in no way states or implies that these are the only duties to be performed by this employee. The Payroll Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Payroll or other appropriate administrators.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2025