

Middletown, CT Job Description

Classification Title	Payroll Coordinator
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist in the preparation and administration of payroll for all Board of Education personnel in accordance with collective bargaining agreements and employment contracts. The work is performed under the direction of the Associate Superintendent for Administration and the Payroll Supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Assists in preparing employee and special payrolls in accordance with collective bargaining agreements non-bargaining personnel requirements and employment contracts, verifies timecards, and enters information and adjustments into automated system on a weekly basis.~~ Prepares and enters timecards for Board of Education employees. Verifies accuracy of information, researches areas of concern and contacts administrators for clarification.
- Works closely with the Payroll Supervisor in all aspects of payroll including corresponding with and responding to inquiries from employees, other departments and the public.
- ~~performs related work and prepares statistical reports as required.~~ Reviews Treasurer's Receipts for accuracy. Reconciles posting of revenue into Finance records. Maintains log books pertaining to posting of revenue and revenue accounts.
- Assumes additional administrative responsibilities in the absence of the Payroll Supervisor.
- ~~Compares computer prepared data against source documents for accuracy and investigates and resolves discrepancies in weekly payroll process.~~ Enters, maintains and investigates employee attendance. Operates AESOP substitute system for attendance accuracy.

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- ~~Posts weekly payroll to accounting records. Coordinates Worker's Compensation records with Risk Manager's office. Prepares and calculates figures to adjust employees' annual taxable income to reflect worker's compensation.~~
- Maintains financial records, logs and correspondence on all payroll and revenue, deductions and direct deposits.
- ~~Enters attendance for all hourly employees.~~
- ~~Maintains wage attachments; enters information; calculates and posts payments and corresponds with involved parties as necessary.~~
- ~~Prints and distributes weekly payroll reports for appropriate departments.~~
- ~~Assists in maintaining and updating the employee database; maintains and updates employee payroll and employment history files and related records for all employees including temporary, on-call, grant, hourly and salaried workers; enters and updates employee deductions including charitable contributions, Tax Sheltered Annuities, union dues, and credit union; correlates entries for direct deposit. Updates and adjusts employee files, salaries and personal information. Maintains accurate records for over 1,000 employees in 5 different unions, which includes updating raises, step increases, vacation, sick and personal time.~~
- ~~Prints and prepares all checks for distribution to appropriate locations.~~
- Prepares and corrects employee financial records, which includes refunds, calculations for lost pay, suspensions, unpaid leave and other corrections. maintains information for all employment verifications by outside agencies.
- Prepares correspondence for employment verifications, Department of Labor requests, Teacher's Retirement Board requests, State Department of Education reports and other payroll reporting. Researches reasons for termination and collects data for Department of Labor hearings.
- ~~and maintains all Department of Labor correspondence, verifications and appeals. Works with the Associate Superintendent regarding all appeals.~~
- ~~Meets with new employees and explains all payroll deductions including federal withholding tax, state withholding tax, I-9 paperwork, union dues, sick time, direct deposit and any other payroll related questions that arise.~~

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- ~~• Works closely with Personnel Department regarding new employees, fingerprints, and substitute teachers.~~
- ~~• Prepares monthly overtime detail reports, statistical data and analytical reports for contract negotiations, grant reporting and reporting to state agencies and Board of Education. for inclusion in the Financial Statement that is reviewed by the Board of Education.~~
- ~~• Updates monthly overtime account report for yearly budget analysis.~~
- ~~• Maintains files, corresponds with over 20 annuity companies, and is responsible for submitting electronically and/or by mail the payments and reports on a monthly basis.~~
- ~~• Submits weekly direct deposit file via computer with telephone confirmation for nearly 500 employees.~~
- ~~• Has access to all employee personal information, salary information, and personnel files as necessary. Maintains highest level of confidentiality.~~
- ~~• Files and maintains all employee federal and state tax forms, and employment verification forms.~~
- ~~• Advises and provides interpretation regarding the application of all contracts to specific situations.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in accounting procedures or a related field with one year of payroll/accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

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~~PREFERRED QUALIFICATIONS~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- ~~Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as a variety of reports, budgets, requests, deposits, manuals, procedures, guidelines and non-routine Correspondence.
- ~~Requires the ability to communicate orally and in writing with the Associate Superintendent for Administration, Supervisor of Account Management, the Payroll Supervisor, all department personnel, other Board of Education department, employees, retirees, outside agencies and the public.~~Ability to interpret contracts and employment regulations
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

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- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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