

## Naperville School District #203 Position Description Form

<b>Job Title:</b> Payroll Coordinator	
<b>Department:</b> Business Services	<b>Location(s):</b> PSAC
<b>Position Reports to (name and title):</b> Director of Finance and Support Services	
<b>Completed By and Date:</b> Melanie Brown, October 2019	
<b>Exemption Status:</b> Hourly Non-Exempt	

### Position Summary

Processing of bi-weekly payroll for all District staff including voluntary and involuntary deductions reports and payments. Oversee and manage tasks related to state funded pension systems.

### Essential Duties

- Process and maintain accurate payroll records
- Pull timekeeping system results into the payroll system and review for accuracy
- Pull substitute assignment records into the payroll system and review for accuracy
- Process extra duty payments from paper timesheets and stipend schedule
- Prepare and submit monthly, quarterly, annual and fiscal year end reports within required timelines as required for, but not limited to:
  - Teachers Retirement System
  - Illinois Municipal Retirement Fund
  - Federal Internal Revenue Service
  - Illinois Department of Revenue
  - Social Security Administration
  - Workers Compensation
  - Unemployment
  - Medicare
  - IRS Form W2
  - Annual Statement of Affairs
- Collaborate with Human Resources on employee pay matters
- Maintain 403b and 457 election documents
- Maintain records covering all deductions, including wage garnishments and worker's compensation
- Back-up for payroll bank transmittal process
- Prepare correspondence related to payroll as needed
- Provide payroll information to District, State and Federal auditors
- Run ad hoc payroll reports as needed
- Provide information to employees regarding pay or deduction inquiries
- Perform other related duties as assigned

**Education and Experience**

- High School diploma required. Degree with emphasis on business or bookkeeping preferred.
- Knowledge in the use of payroll and financial software application for public schools preferred (District currently uses Skyward Qmlativ, Kronos, Frontline)
- Proficient in Microsoft Suite including Word, Excel, and Outlook
- Able to handle highly confidential information.
- Good written and verbal communication skills

**Supervisory Responsibilities** –None.

**Decision-Making Responsibility**

- Make recommendations regarding day to day processing issues.
- Make decisions following guidelines and rules of the District, tax rules, and pension rules.

**Additional Information** – None.

<b>TERMS OF EMPLOYMENT:</b>	12 months (1,919 Hours annually); Non-Union position Position is eligible for Benefits and IMRF participation Salary range \$20 -\$27 and based upon experience
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