



Classification Description

Job Title: Payroll Coordinator

Pay Grade: 113

Job Code: 3852

FLSA Status: Exempt

Job Purpose

Under direction of the Director, Payroll Services the Payroll Coordinator assists in administration of all aspects of the Payroll department's operations. This position coordinates College payroll related activities including, but not limited to, accurate and timely payroll processing, payroll taxes, garnishments, reconciliations, cycle balancing, check distribution, and withholding payments.

General Responsibilities

Essential Functions

Prepares and validates various reports to federal, state, and local agencies, as well as other departments within the College.

Responsible for the processing of both monthly and bi-weekly payroll schedules when needed.

Processes and calculates all salary calculations.

Recommends and assists in developing and implementing new and/or revised policies and procedures to ensure efficient processing of the College payroll and compliance with State Board of Education Rules, Florida State statutes, Governmental Accounting Standards and the Internal Revenue Code.

Adheres to internal standards and control procedures which maintain or improve compliance with Florida SouthWestern State College policies and procedures, State Board of Education rules, Florida State statutes and Governmental Accounting Standards Board (GASB).

Develops a payroll calendar and coordinates with the appropriate departmental staff to ensure the timely processing of the semi-monthly and bi-weekly payrolls and other related tasks.

Reviews the accurate and timely payroll processing of all new hires, salary adjustments, reclassifications, promotions, reassignments, terminations and retirements. Monitors faculty payroll processing to include faculty appointments, changes in status and year-end defer payments.

Completes payroll cycle balancing for each payroll to ensure that taxable wages are accurate and payroll registers are in balance. Maintains quarterly balancing files.

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Assists with the reconciliation of benefit premiums and payroll deductions such as child support orders, garnishments, taxes, tax shelter deductions (403b, Alternate to SS and 457b) and retirement.

Provides information, assistance and/or training to employees, staff and the College community regarding payroll functions; provides technical and procedural assistance to staff and; trains appropriate staff on payroll policies and procedures; answers employee and staff questions during payroll editing and check processing.

Assists with state auditors during on-site audits by providing documents and other payroll related reports upon request.

Develops, maintains, and conducts the payroll presentation at new hire orientation; advises new employees on proper payroll procedures and web time entry training.

Maintains necessary procedures for processing payroll for foreign nationals.

Prepares manual and off cycle checks.

Has responsibility for all payroll banking in the absence of the Payroll Director.

Monitors Banner rule and validation forms for earnings and deduction rules/codes to ensure accuracy. Verifies that all earnings, taxes and deductions codes are properly calculating.

Responds to all employment verification requests.

Prepares year end schedules such as, but not limited to, Retirement Incentive Program, compensated absences and retirement notes for the Annual Financial Report.

Coordinates certification of earnings on retirement and reporting of actual retirement to the Florida State Retirement System.

Assists the Payroll Director with preparing workers compensation reports for the consortium.

Accurately completes all wage statements from the division of workers compensation.

Recommends and assists with any needed updates to the payroll College operating procedures and desktop procedures.

Assists Payroll Director with the preparation of 990 information for Finance Corp and Foundation.

Assists the Payroll Director with special projects, as assigned.

Responsible for completing the 720 excise tax. Maintains departmental records and files for areas of responsibility, ensuring files do not contain protected health information and limiting access as per HIPAA regulations. (PHI) – Partial Access.

Performs other duties as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education, in business administration, accounting or a related field.

Four (4) years full-time professional work experience in payroll or accounting. Appropriate combination of education and work experience may be substituted.

Experience in payroll in higher education, governmental accounting and/or payroll, or other fast-paced high volume.

Knowledge of the principles and practices of payroll accounting and applicable laws. Ability to interpret and apply laws, rules, standards and procedures.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Exhibit attention to detail.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.

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- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 28, 2024.