

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6965  
Pay Grade: D11

FLSA: Non-exempt

**PAYROLL COORDINATOR**

**MAJOR FUNCTION:**

Performs coordination work over the Payroll department's function and its daily work schedule. Resolves employee, instructional, and administrative inquiries, and maintains open communications with schools and departments ensuring proper payment to School Board employees. Responsible for the prompt and proper compilation and filing of various governmental, School Board, and departmental reports as well as other support document files. Position works independently, under general supervision.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates the daily workflow activities within the payroll function.
- Receives and determines corrective action to employee inquiries or payroll adjustments.
- Maintains open communications with schools and school system departments to ensure prompt payment of employee earnings.
- Coordinates cut-off schedules with Personnel, Risk Management, Accounting and Data Processing for payment of salary earnings, salary increases, Workers' Compensation, accrued vacation, payroll tax deductions, etc.
- Responsible for writing and typing informational memos to appropriate parties regarding payroll schedule changes, tax levies, payroll garnishments, etc.
- Responsible for calculating, balancing and mailing out various payments and governmental reports such as child support deductions; tax levy checks to IRS; W-2 forms; salary reports; deduction reports, etc.
- Responsible for maintaining a wide variety of support document filing systems.
- Assists payroll department's staff in training, problem solving, and work overflow to ensure completion on a timely basis.
- Fills in for staff during absences when necessary.
- Assists management as needed.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, or business school supplemented by three (3) years experience in payroll function or similar automated accounting clerk function.

**PREFERRED:**

Two (2) years experience with the School Board desirable.

ISSUED: 2/82 WMP; BOARD APPROVED: 7/28/92; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; D&R, & WC REVISED: 8/04 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**Payroll Coordinator**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Payroll Coordinator - PESPA