



Job Title: Payroll Coordinator	Supervisor Job Title: Vice President of Human Resources
Employment Status: Full-time	FLSA Status: Exempt
Salary: \$40,000 - \$43,000	

POSITION DESCRIPTION: Payroll Coordinator

JOB SUMMARY

The **Payroll Coordinator** handles all **payroll** related **functions** of the organization. This includes processing **payroll**, taxation forms, benefits, as well as maintaining employee data, handling **payroll** questions, and completing any other tasks necessary for monitoring and overseeing a company's **payroll** process.

ESSENTIAL FUNCTIONS

- Input and process bi-weekly payroll on time. Payroll is processed and submitted on Wednesday of each pay week.
- Maintain employee data in the payroll system such as wage rates, benefit deductions/elections, tax exemptions, and personal information
- Process new hire paperwork
- Process employee updates/changes
- Generate reports to assist in payroll data analysis and retirement reporting.
- Generate deduction reports to process the bi-weekly retirement contribution for 403b, monthly and quarterly retirement contributions for PSERS, and monthly retirement contributions for the 401(k).
- Prepare and submit check requests for employee and employer 403b, PSERS, and 401(k) contributions per established schedule
- Assist with additional payroll functions such as wage garnishments, manual checks, stop payments and reversals
- Liaise with Finance Department to ensure accurate information for payment
- Maintain confidential payroll files and supporting documentation of all payroll related transactions for each pay period via electronic filing or payroll binders.
- Responsible for the resolve and follow-up of any payroll related issues or discrepancies of timesheets, direct deposits, salary adjustments, onboarding, transferring, and termination of employees and collaborate such information with HR Generalist and Senior management.

- Maintain the filing of all payroll related documents in the personnel file.
- Processes all employment verifications (e.g. school, housing, and unemployment).
- Responsible for the daily employee maintenance of Paylocity systems (e.g. verification of termed employees, verification of new hires, benefit deductions, 403b, PSERS, and 401(k) participation, and miscellaneous purge of employee records.
- Conducts internal audits of payroll files and recommends a corrective action plan.

OTHER DUTIES AS ASSIGNED:

- Assist with Accounting/Financed Services as needed
- Review and update demographic data in the payroll system
- Assist with tracking overtime hours and leave time (sick, vacation and personal days)

REQUIRED KNOWLEDGE AND SKILLS:

- Proven experience as a payroll coordinator or similar role
- Familiarity with payroll processes
- Working knowledge of payroll systems (e.g. Paylocity)
- Good working knowledge of accounting and tax laws
- Comfortable with Excel (functions, data, etc.)
- An analytical mind with good math skills
- Strong communication skills
- Excellent attention to detail
- Must work autonomously and remain calm under pressure
- Excellent organization ability and strong communication skills.
- Ability to handle multiple tasks
- Ability to maintain confidentiality
- Ability to interact effectively with all levels of staff and management

QUALIFICATIONS:

- Associates degree required in Finance, Accounting, or related field, Bachelor degree preferred.
- Two to three years of work experience in payroll processing.

WORK ENVIRONMENT:

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. The employee must occasionally lift and/or move up to 25 pounds.

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SIGN OFF

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Nueva Esperanza, Inc. is an Equal Opportunity Employer. Nueva Esperanza, Inc. adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability, or sexual orientation. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered.

I read and understand this explanation and job description.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE