
JOB POSTING

HUMAN RESOURCES DEPARTMENT

DATE: July 30, 2010
TO: All Employees
FROM: Jennifer A. Haines
HR Consultant

SUBJECT: **Payroll Coordinator**

Please find attached the aforementioned job description. The job will be posted through **Friday, August 6, 2010**. All interested applicants should see the Human Resources Department for an application.

Title: Payroll Coordinator

Summary: Under direction, oversees and coordinates the activities involved in preparing payroll.

Qualifications:

- High School Diploma or Equivalent
- Minimum of 3 years of experience in payroll experience required, with an emphasis in ADP required.
- Microsoft Excel experience Required.
- E-time experience preferred.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

Reports to: Grant Accountant

Responsibilities Include, but not limited to:

- Coordinates activities of workers engaged in processing time cards, compiling payroll statistics, maintaining payroll control records, recording hours of work, and calculating payrolls.
- Directs computation of differential pay according to policy.
- Supervises the examination and analyses of all regular and supplemental payrolls submitted by various departments for payment to ensure accuracy of figures, correctness of entries, that deadlines are met, and for compliance with established payroll procedures.
- Directs compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments.
- Coordinates and processes applications or enrollments into pension system, health benefits program, dental insurance and drug prescription plan, and so forth.
- Reviews and approves payroll deductions.
- Records and processes all payments made to various health plans.
- Interprets policies and government regulations in connection with payroll procedures.
- Checks the preparation of annual tax withholding statements for accuracy.
- Analyzes payrolls for accuracy before extensions are made.
- Organizes assigned supervisory payroll preparation work methods.
- Checks and certifies payroll information for completeness and accuracy.

INTERNAL JOB POSTING – Payroll Coordinator – Executive Office

- Prepares work for pay periods and supervises the analysis of pay and attendance records for each period.
- Coordinates the changes on individual pay resulting from overtime, absence, leave of absence, union dues, tax changes, social security and pension deductions, hospitalization and group life insurance deductions, garnishees, and attachments to ensure proper notations.
- Balances total payrolls *for* all departments with accounts payable *for* posting to the general ledger.
- Maintains and supervises the maintenance of a payroll account system.
- Prepares payroll schedule for distribution of paychecks.
- Coordinates all payroll activities with other organizational units and with the payroll computer center or facility.
- Prepares payroll input for data processing, verifies payroll output, and determines the cause of and remedies errors in coding or inputting.
- Prepares information for the preparation of the personnel budget by itemizing all positions that appear on payroll together with the account number and notation of all vacant account numbers.
- Prepares statistical reports concerning such items and information for overtime expenditures and funds left for future overtime work and other notations of expenditures for control of personnel budget.
- Maintains salary increment control and advises employees concerning increments.
- Maintains employee time sheets and payroll registers.
- Maintains liaison and correspondence with various agencies.
- Answers questions concerning employees and employee records.
- Prepares correspondence and maintains records of a confidential nature.
- Prepares statistical, quarterly payroll, and other reports containing findings, conclusions, and recommendations.
- Prepares and processes quarterly pension report to State of NJ