



THE SUMMIT
COUNTRY DAY SCHOOL

Job Description

Title: Payroll Coordinator
Department: Business
Position Type: Hourly Non-Exempt
Reports To: Controller
Schedule: 12 month position/ 25 hrs. /week

Job Summary:

Performs all activities necessary to process bi-weekly payroll, including maintaining related records, processing voluntary and involuntary deductions, documenting and updating procedures, and preparing special reports for management.

Duties and Responsibilities:

Ensure bi-weekly payrolls are processed in a timely and accurate manner.

Calculate new hire pay, deductions for group health, dental, vision, life, disability, and other voluntary insurance premiums, termination pay, and any required adjustment to normal pay.

Check salary exempt employee time sheets for accuracy and review hourly non-exempt time and attendance reports.

Research, resolve, and respond to all payroll inquiries/concerns from employees.

Maintain employee payroll files.

Maintains payroll database recording the accumulation and use of vacations, holidays, sick days, personal days, jury duty, and miscellaneous leaves of absence.

Administer a variety of voluntary deductions such as United Way contributions, Annual Fund, Tuition, etc.

Reconciles retirement system report to payroll.

Administers licenses/certifications, background approval dates, B-4 approval dates, etc....fields in the Paycor database.

Reconciles all benefit invoices for accuracy and assures payroll deductions reflect enrollment.

Prepare various management reports, journal entries, workers compensation and reconcile quarterly payroll taxes.

Handles all garnishments.

Process manual checks as requested by the appropriate management.

Maintains and protects the confidentiality of payroll records

Develop in depth understanding of the Payroll Database to be able to create reports on demand.

Partner with Human Resources in developing and documenting pay practices and policies.

Supports the Controller, Director of Business Operations, and Human Resources.

Perform other duties and special projects as requested by management.

Job Specifications:

Associate's degree required, Bachelor's preferred.

3-5 years of experience in payroll operations for Ohio, Indiana and/or Kentucky and proficiency of the Paycor product a plus.

Knowledgeable of Wage and Hour Laws.

Demonstrated proficiency with PC software with emphasis on Microsoft Office Suite to include Outlook, Word and Excel.

Strong organizational and time management skills.

Ability to listen, communicate (written and verbal), excellent grammar, spelling and proofreading skills and follow-up effectively with all staffing levels

Display independent judgment and initiative

Attention to detail.

Ability to identify issues, make decisions, and resolve problems.

This job description is not a "contract" between The Summit Country Day School and you it is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of you. . It is a list of the core responsibilities/functions of the position. The job description duties may be changed at the discretion of the Head of School and/or designee and you may be asked to perform duties that are not listed on the job description.

Signature

Date

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