

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Payroll Coordinator	Finance	Finance Director
<p><b>JOB SUMMARY:</b></p> <p>Responsible for the accurate and timely processing of the payroll and the related reporting with the use of District data processing systems.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Post secondary schooling in the business of accounting area with three years job related experience. Degree preferred.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

- |   |   |     |
|---|---|-----|
| 1 | Prepare, submit and process payroll semi-monthly to include savings and personal withholdings.  | 60% |
| 2 | Responsible for creating and maintaining semi-monthly employee data payroll files.  | 10% |
| 3 | Prepare and submit semi-monthly, quarterly and annual reports on FICA, TRA, PERA, Unemployment Compensation, State and Federal withholding and other volunteer deductions and payments as required by district policy and state and federal laws, and hours worked for ACA reporting. | 10% |
| 4 | Download Aesop for all teacher substitutes, verifying codes and rates of pay.   | 10% |
| 5 | Responsible for preparing semi-monthly checks for processing.   | 5%  |
| 6 | Serve as a resource for payroll rules/procedures.   | 2%  |
| 7 | Attend meetings, workshops and training sessions as directed by supervisor.   | 2%  |
| 8 | Perform other related duties as assigned.   | 1%  |

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE