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*Superintendent*

RACHEL SEXTON

*Assistant Superintendent*

DONALD A. NEEL

*Chief Operating Officer*

**BRANFORD PUBLIC SCHOOLS**

1111 Main Street, Branford, CT 06405-3717

203.488.7276 • Fax 203. 315.3505

[www.branfordschools.org](http://www.branfordschools.org)

**ANNOUNCEMENT**

The Branford Board of Education is seeking a Payroll Coordinator and invites qualified and interested candidates to apply.

Job Title: Payroll Coordinator

Department: Talent Services

Reports To: Payroll Supervisor

Starting Pay: $23.20 per hour

CLASSIFICATION OVERVIEW

Under the general direction of Payroll Supervisor, the Payroll Coordinator is responsible for a variety of bookkeeping, accounting and administrative tasks which support the district and departmental functions.  The position serves as Payroll Coordinator and is responsible for processing bi-weekly Board of Education payrolls, maintaining State and Federal Tax records, payroll deduction records, monthly and quarterly reports and logs as assigned by the Payroll Supervisor.

The essential functions are listed below. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

PRIMARY RESPONSIBILITIES

The Payroll Coordinator receives oral and written instructions from the Payroll Supervisor; plans, organizes and executes work according to established or standard departmental, BPS or statutory procedures and regulations.  Determines priority of work tasks; prepares reports and correspondence as directed.

1. Prepares BPS payrolls and special disbursements.
2. Makes adjustments as required.
3. Processes State and Federal tax reports.
4. Processes authorized payroll deductions.
5. Prepares monthly, quarterly and annual spreadsheets or reports as required (403b, retirement, dues, attendance, taxes and direct deposit).
6. Performs ad hoc HR/Payroll inquiries and reports.
7. Projects salary wage and benefit costs for budget.
8. Coordinates electronic time and attendance data collection and imports to HR/Payroll system.
9. Encumbers payroll obligations and relieves encumbrances when paid.
10. Develops payroll calendar and coordinators special pay cycles (e.g. holidays and vacations).
11. Performs such other accounting / bookkeeping duties as assigned by the Payroll Supervisor or his/her designee.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Such other administrative, bookkeeping and accounting tasks may be assigned as appropriate.  Examples include, but are not limited, to word processing, data input and statistical analysis from data bases.  Maintenance of receipts, disbursements and program accounting records may be required.

QUALIFICATIONS

* Associates degree or its equivalent; office, business, accounting or bookkeeping course work required or a combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.
* Minimum 3 years experience with processing payroll of which 2 years should be with Munis using Personal Actions.
* Knowledge of insurance, and state / federal payroll regulations
* Intermediate to advanced Microsoft Excel skills.

Interested Candidates must complete an application online at www.branfordschools.org