| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 5/22/2024 | FA9582 | Payroll Coordinator | FA9731 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Financial Services | Payroll | G2 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** AFT | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| This position assists the Director of Payroll with the overall coordination of Payroll Operations which includes, but is not limited to: supervising department staff in the absence of the Payroll Director; leading activities such as payroll presentations and trainings; overseeing and monitoring Faculty Pay System operations; management and oversight of compliance with retirement plan participation; coordinating the development and implementation of technology and process improvements. All work is performed in accordance with payroll policies, procedures, and government regulations. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 40 | 1 | Coordinate the daily operations and tasks needed for the completion of bi-weekly payroll for the college. Ensure technology or process issues are identified and resolved in a proactive and responsible manner. Provide ongoing training and development to Payroll staff to ensure continuous improvement of payroll operations. Serve as back-up administrator in the Director’s absence. |
| 15 | 2 | Serve as lead technology and operations specialist responsible for the Faculty Pay System. Oversee and monitor the system for continuous efficiency and effectiveness. Ensure all operations staff are trained and provide continuous education.  |
| 10 | 3 | Assist with the coordination and training of college compliance with retirement plan system requirements. Ensure Office of Retirement Services (ORS) reports and activities are managed in an effective and efficient manner. Responsible for analysis and research in response to requests for records or audits of retirement plan contributions or data. Serve as the subject matter expert on retirement plan participation with ORS. |
| 10 | 4 | Participates in completion of quarterly and annual tax reporting and transmittal. Work as needed with IRS and Department of Labor to provide information or correction to data transmittals. |
| 10 | 5 | Serve as backup to Payroll support staff, providing support for processing of bi-weekly payroll as appropriate. |
| 10 | 6 | Provide excellent customer service to all employees across the College. Responsible for verbal and written communication with College departments, employees, and regulatory agencies. |
| 5 | 7 | Test annual upgrades and intermittent patches to the college’s enterprise system, and assure that year end processes are run in the system.  |
|  | 8 | Type here |
|  | 9 | Type here |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| KNOWLEDGE: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job** Extensive knowledge of payroll processes and functions (tax reporting, deduction prioritization, exemptions, etc.).
* Expert knowledge in pension (retirement) reporting and reconciliation.
* Knowledge working with multiple collective bargaining agreements.
* High proficiency in technology-based payroll/financial management information systems applications, and Microsoft Office applications.
* Working knowledge of systems improvement practices to streamline processes and improve performance.

COMMUNICATION/INFLUENCE: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.** Ability to coordinate and lead work. Develop and train staff.
* Ability to clearly communicate complicated issues verbally and in writing to internal and external stakeholders.
* Provide excellent customer services to internal and external customers.

PROBLEM SOLVING: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.** Ability to analyze data and complex situations, review alternatives and recommend solutions.
* Ability to independently prioritize, manage, and complete multiple tasks within the required time-frame
* Ability to listen to staff and work through personnel issues and concerns with sensitivity and equity.

LEADERSHIP:  *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.** Ability to motivate staff to achieve individual and collective objectives.
* Ability to plan, communicate and lead large projects.
* Ability to facilitate an environment that fosters teamwork, collaboration, and accountability.

OTHER: *Other applicable skills and abilities not mentioned above.** Proficient organizational skills and ability to balance multiple priorities and objectives.
* High level of accuracy with attention to detail.
* Ability to work effectively with a diverse community
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** Bachelor’s degree from a regionally accredited institution or combination of higher education and significant related work experience.
* Demonstrated payroll work experience in a large, complex institution.
* Demonstrated experience and knowledge of Accounting Systems, Financial Regulatory Environments, and pension reporting.

 **Preferred*** Experience working with and reporting to ORS/MPSERS pension system.
* Minimum 2 years of supervisory experience preferred
* Experience working with Ellucian Banner software
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|  |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Tracie Feldpausch **Supervisor’s Signature:** \_**Date:** \_\_5/10/2024\_\_

**Dean/ELT’s Name:** Donald Wilske **Dean/ELT’s Signature:**  **Date:** \_\_5/17/24\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_\_5/22/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9582 **Date:** **5/14/2024 Supervisor’s Position #:** FA9731

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises