

Coordinator I, Accounting – Payroll

Position Details

Job Code: U7400

Reference Code: A508

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to prepare and review the payroll aspects of the Human Capital Management (HCM) reporting and acts as a liaison between payroll, customers, and auditors, as well as coordinates payroll reporting for Clark County School District Board of Trustees meetings. The position is responsible for reconciliation of the general ledger as well as coordination with Budget and Treasury departments. This position is directly responsible to the Director III, Payroll/Employee Benefits Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyzes payroll records and HCM reporting for the Clark County School District, initiates appropriate adjustments, and ensures the timely reconciliation of all payroll disbursements with District bank accounts.
2. Calculates negotiated special benefits for eligible administrators ensuring conformity to the negotiated agreement and Internal Revenue Service (IRS) regulations.

3. Compiles, prepares, balances, and analyzes the warrant control reports for the Board's approvals.
 4. Responsible for the electronic transmission of direct deposit and coordination with mail services to ensure payroll checks are distributed.
 5. Responsible for calculating administrator's contract payouts and submitting Public Employees' Retirement System (PERS) salary certifications for retired administrators.
 6. Researches, calculates, and submits Health Reimbursement Account (HRA) worksheets for eligible administrators for HRA payments.
 7. Processes reversals and adjustments to employee pay when necessary.
 8. Responsible to create and submit positive pay and replacement payrolls.
 9. Processes Automated Clearing House (ACH) files and returns.
 10. Process special tax adjustments.
 11. Establishes, develops, and monitors deceased benefits for the warrant designee's checks.
 12. Reviews and approves biweekly and semimonthly postings and payroll entries.
 13. Prepares, analyzes, and verifies payroll reports.
 14. Orders and maintains security of paycheck stock.
 15. Creates annual calendars and schedules as related to annual processing duties.
 16. Interacts with auditors and other agencies to maintain required compliance.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of payroll practices, procedures, and the Fair Labor Standards Act (FLSA).
 2. Knowledge of District policies and procedures.
 3. Knowledge of state standards and requirements.
 4. Knowledge of payroll preparation.
 5. Knowledge of office applications.
 6. Knowledge of banking processes and procedures.
 7. Ability to prepare comprehensive notes payroll and statistical reports.
 8. Ability to research and analyze statistical data.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Accounting, Finance, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years' experience in governmental accounting and/or financial accounting of which includes two (2) years large-scale HCM administration experience.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/31/23
- Created: 07/15/21