



Longview Independent School District

JOB DESCRIPTION

PAYROLL/TRUE TIME COORDINATOR

JOB TITLE:	Payroll/True Time Coordinator	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Business	PAY GRADE:	Clerical/Para 7

PRIMARY PURPOSE:

Manage the True Time system for the district to ensure all employees are entered and processed accurately; train supervisors in the use of True Time; prepare hourly/auxiliary payroll for the district, including related reports and deposits; work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Bachelor's degree or Business degree, preferred

Special Knowledge/Skills:

- Knowledge of basic accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Proficiency in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Ability to communicate effectively

Experience:

Three years payroll accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain and monitor relevant True Time applications
2. Train supervisors in the use of True Time



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Monitor submission of weekly timesheets for all district employees
4. Respond to and resolve support questions related to True Time operations of the district
5. Prepare hourly/auxiliary payroll/substitutes
6. Prepare payroll checks for hourly/auxiliary employees and distribute to departments
7. Balance payroll earnings and deductions; make related transfers of funds and deposits
8. Receive and audit time sheets for all district employees
9. Coordinate Business Office yearly calendar
10. Make bank deposits
11. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information
12. Maintain physical and computerized files including payroll records
13. Communicate with Human Resources Department, campus secretaries, and employees to ensure accuracy of information reported; resolve payroll problems and inquiries
14. Attend new hire inductions on behalf of the Business Office
15. Ability to travel for open enrollment
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020