



Savannah State University Position Description – Payroll Coordinator

POSITION DESCRIPTION

Position Title: Payroll Coordinator FLSA Status: Exempt
Reports to: Comptroller
Department: Financial Services
Date Prepared: June 2003

BASIC FUNCTION

The primary function of this position is processing payroll for employees. The Payroll Coordinator provides state and federal tax information to appropriate agencies, and provides documentation of employees earnings and deductions. This position also provides reports to pay vendors and provides any related service in reference to income of employees.

NATURE & SCOPE

Under the direction of the Comptroller, this position works independently and has the latitude to consider alternatives within established procedure and standards. The Payroll Coordinator is required to work effectively across a broad spectrum of the organization, frequently responding to inquiries or exchanging information to achieve the objectives of the position.

This position is required to function as a team leader/coach for others, providing direction to one support position.

Schedules are critical in this position as it relates to timely processing of payroll from the internal perspective and the reporting of tax and other information to various governmental agencies according to prescribed regulations.

PRINCIPAL ACCOUNTABILITIES

- Inputs appropriate payroll data and balances payroll
- Prints checks and advices for payroll
- Transmits data for direct deposit
- Transmits taxes and net payroll information
- Distributes appropriate reports to different departments

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires two years of college or vocational/technical school.