MERCED IRRIGATION DISTRICT
PAYROLL COORDINATOR

FLSA Status – Non-Exempt

DEFINITION:

Under general supervision of the Controller, to perform the full function of payroll with extreme confidentiality and attention to detail, review and analyze payroll records; performs routine to moderately difficult accounting, financial support work, maintaining and reconciling general ledger; assist Accounting Technicians in the general accounting functions of the District to include performing routine to moderately complex duties in the preparation, administration and maintenance of District accounts payable, accounts receivable, banking, bank reconciliations; performing difficult and highly responsible technical duties in the preparation and maintenance of District financial, accounting and statistical records and reports to ensure the timely and accurate reporting of operations in accordance with sound financial management principles and practices, requiring a broader understanding of the operations of the District's budgeting and financial accounting system and experience is classifying and preparing accounting transactions based on a basic understanding of accepted accounting practices.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Verifies, audits, edits and processes the employee payroll in accordance with District policies and procedures and labor contract agreement provisions; calculates net salary; generates and checks preliminary and final payroll reports and registers; generates and distributes paychecks; ensures timely and accurate posting of payroll to the financial accounting system; processes and data enters special payroll transactions; prepares payroll journal entries for labor distribution, payroll deductions, payroll register, overtime accrual and employee-paid taxes and benefits; reconciles payroll accrual accounts to general ledger; prepares and generates payroll reports; prepares benefit and tax payments.
- Ensures accurate reporting of changes in pay, payroll status, taxes and other deductions, and benefits, as well as complex retroactive pay adjustments and terminations; establishes the pay calendar; verifies and edits attendance and work hours data entered by departments; works with departments to resolve reporting problems and errors; answers department and employee questions regarding payroll and benefits deductions by explaining requirements, policies and procedures.
- Calculates, creates, and facilitates employee garnishments in accordance with regulations.
- Maintains payroll and related records recording the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence; verifies the accuracy of the system's compensated absence reports, and recordation of all accrual adjustments.
- Verifies and may calculate deductions for group health, life, and disability insurance premiums and communicate to employees and accounting personnel; prepare premium reports and communicate with insurance carriers and other program vendors; and compile and complete annual 5500 report.
- Processes pay changes and administer a variety of voluntary deductions such as United Way contributions, deferred compensation contributions, withholding, and MID Foundation contributions.
- Maintains, reports, and audits retirement contributions and wages for CalPERS pension benefits; administers CalPERS plan contributions and disbursements and contributions to various plans; and prepare and maintain a variety of statistical data and records.
- Researches records to verify wages for employment verification requests and unemployment claims.
- Compiles and completes annual State Compensation Report
- Responsible for all payroll tax activities, including compliance with local, state, and federal regulations and filing local, state, and federal payroll tax returns; reporting of tax liabilities, researching laws and regulations regarding taxes and payroll withholding procedures; prepare, report, and disperse annual W2 and W3 statements; prepare and report affordable care act reporting requirements; and assist in

budget preparation for payroll taxes.

- Maintains subsidiary ledgers; reviews and reconciles ledger balances and reports to accounts within a complex accounting system; prepares and enters journal entries; researches and requests adjusting entries to resolve variances; generates reports from the District's accounting system; prepares various accounting papers, schedules, exhibits, and summaries; determines the need for new accounts and revisions in the account structure.
- Perform periodic internal audits of various payroll areas and prepare materials for external auditors.
- Reconciles bank statements to general ledger accounts; balances cash receipts and prepares bank deposits; creates and updates documents.
- Maintains, disburses funds in accordance with the District's policies, and reconciles the District's Petty Cash Fund.
- Provides backup clerical and accounting operations assistance to other staff, including purchasing, accounts payable, accounts receivable, daily banking, maintaining, and analyzing job costing system and reports, and prepares invoices.
- Researches and assembles information from a variety of sources for completion of forms or preparation of reports; provides information to District management, staff and the public on District accounting policies and procedures and account information.
- Performs administrative and clerical duties in support of department functions; organizes and maintains various files; prepares and drafts correspondence, reports, forms and specialized documents; proofreads and checks materials for accuracy, completeness and compliance with federal and state laws and regulations and District policies and procedures.
- Participates in safety training programs, reports all workplace accidents, violations or infractions to management, and other related functions.
- Assist with annual audit process.
- Performs duties above for Twin Lakes Management Company, as applicable.
- Work overtime, weekends and holidays as required to provide for emergency response and to accommodate the needs of the business.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Completion of course work in bookkeeping and accounting

Experience:

- A minimum of three (3) years of progressively responsible experience in performing payroll, accounting, financial or statistical record keeping.
- Experience in a public agency setting is a plus.

Ability to:

- Operate a computer using Microsoft Office applications
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Communicate clearly and concisely, both verbally and in writing.

- Understand and carry out verbal and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of performing the daily work function.
- Operate a typewriter, 10-key, copier and other common office machines.

Knowledge of:

- Practices and procedures of governmental budgeting and accounting.
- Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
- District rules, procedures and practices governing cash receipting, purchasing, accounts payable processing, payroll and time reporting and related financial transactions.
- The District's Chart of Accounts and general funding sources.
- The District's general ledger accounting system and associated practices and procedures for processing accounting information and interpreting input and output data.
- Fundamental accounting and internal control practices and procedures.
- Modern office practices, procedures, methods and equipment.
- Computer systems and applications including, but not limited to, Microsoft Office applications (Excel, Word, Access, Outlook, PowerPoint).

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Controller.

I have reviewed this Job Description with my Supervisor and agree with its contents.

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Employee Signature/Date

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Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.