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# Example of Payroll Coordinator Job Description

Our company is looking for a payroll coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for payroll coordinator

* Insure the integrity of payroll data and employee payments
* Maintain employee data in the payroll system
* Record approved changes in pay rates, personal exemptions, employee/employer 403b contributions, and employee mandatory & voluntary deductions such as taxes, garnishments and benefits
* Review/assure entries are accurately input to correctly reflect the changes
* Prepare request for disbursements for payroll and payroll deductions
* File documentation associated with each payroll in appropriate files & locations
* Prepare, create and analyze ad hoc reports as needed
* Assist as directed in preparation for audits (annual, governmental, vendors)
* Respond to employee inquiries regarding payroll matters such as deductions, calculations and changes in pay rate
* Perform DOT checks, drug tests, background checks for season personnel and contractors

## Qualifications for payroll coordinator

* Comfortable with high volumes of work
* Close familiarity with ADP HRA and Timesaver
* Superior references, including at least one from a previous supervisor
* 2 years payroll processing experience for a minimum 1000 associates
* Payroll Benefits experience
* Experience with PeopleSoft Payroll 9.x