



**Payroll Coordinator  
JOB DESCRIPTION**

**Department:** Accounting  
**Position Title:** Payroll Coordinator  
**Reports To:** Controller

---

**POSITION SUMMARY**

Working under the supervision of the Controller the Payroll Coordinator is responsible for completing payroll for 14 facilities across multiple states. As well as producing the corresponding general ledger and accrual reports. The Payroll Coordinator should possess an acute attention to detail and excellent organizational skills.

**POSITION REQUIREMENTS:**

1. A minimum of three years multi-state payroll experience.
2. H.S. Diploma or Equivalent required.
3. System preference: Paylocity

**PRIMARY RESPONSIBILITIES**

1. Reviews payroll documentation for accuracy through audit reports and makes any necessary adjustments. Obtains necessary approvals.
2. Ensure bi-weekly payrolls are processed in a timely and accurate manner for 14 facilities across multiple states.
3. Works closely with Human Resources and Accounting on all payroll related issues and reporting.
4. Review computed wages and correct errors to ensure the accuracy of earnings.
5. Ensure that all changes to payroll are processed correctly.
6. Maintain accurate payroll records, including manual check log and reconciliation of payroll account.
7. Review and audit pay data entries, YTD totals, and file amendments.
8. Prepare various payroll general ledger and accrual reports for accounting
9. Coordinates and resolves tax issues for multiple states.
10. Assist in the formation of new payroll accounts for facility openings

Job duties are subject to change as directed by the Management Team.

I have received, read, and understood the Position Description for the Facility Administrator. I have had the opportunity to ask questions regarding the job requirements, job responsibilities and working conditions. I am aware of the job requirements and responsibilities.

\_\_\_\_\_  
Print Name of Employee      Signature of Employee      Date

\_\_\_\_\_  
Print Name of Management      Signature of Management      Date