



Payroll Coordinator

Reporting To: Accounting & Payroll Manager

Position Type: Part or Full-Time

Location: Home Office (Redondo Beach, CA)

Contact: joinourteam@ecsonline.org

About ECS

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. ECS is a non-profit charter management organization with four free public schools in South Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments. ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in U.S. News & World Report, 100% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

The Opportunity

Environmental Charter Schools is seeking a dedicated, talented and detail oriented **Payroll Coordinator** to support and streamline organization-wide payroll, benefits administration, and compensation program management. This individual will process payroll accurately and in a timely fashion and oversee accurate benefits administration, including retirement benefits (STRS, PERS, 403B) and health and welfare benefits (health, dental, vision, life, Dependent Care FSA, HSA, voluntary benefits). This person will also oversee accurate compensation administration, such as bonuses and stipends.

Responsibilities

Helps coordinate payroll for ECS:

- Prepares data for payroll, substitute timesheets, stipends, bonuses every two weeks for review and approval by HR / Payroll Manager
- Manages employee deductions and contributions (e.g. garnishments, health benefits, retirement benefits), as well as PTO / sick leave tracking
- Reviews and approves benefits billing (health insurance, dental, vision, HSA, FSA, 403B) to ensure accuracy and alignment with deductions and contributions
- Runs payroll in One Point every two weeks
- Prepares / Distributes physical paychecks as necessary; ensures manual checks are tracked and reported
- Supports leave of absence management, tracking, accurate compensation
- Reports and pays STRS/PERS to county monthly
- Prepares GL reports and other payroll reports and submits to back office service providers to ensure accuracy of accounting for payroll / compensation
- Reports and pays State Unemployment taxes to Franchise Tax Board on a quarterly basis
- Reviews quarterly reports to ensure accuracy, problem solves errors
- Oversees annual W2 process, including reviewing for accuracy, amending errors



- Helps ensure compensation accuracy of new / revised employment agreements by reviewing budget and historical data
- Helps ensure documentation for payroll associated with restricted grants is accurately prepared and maintained (Personnel Activity Reports, certifications of time allocated).
- Helps ensure restricted grant related payroll is accurately tracked in payroll GL
- Helps maintain budget forecast accuracy with analysis of payroll related actuals versus budget
- Demonstrates commitment to individual professional growth, including attending staff development offerings and taking courses, particularly around STRS / PERS and payroll compliance
- Performs other related duties as assigned or requested. ECS reserves the right to add or change duties at any time.

Qualifications

- High School diploma or equivalent, BA preferred
- At least 3 years of professional experience, with one year of experience in similar role
- Must have direct experience working in payroll
- Interpersonal communication skills, including verbal, written, and listening
- Critical thinking, problem solving abilities
- Customer service orientation
- Time management and organizational skills
- Skilled at understanding and applying policies and procedures
- Ability to multitask and be detail oriented
- Ability to research information
- Familiarity with computer software (Word, Excel, PowerPoint, scheduling software), particularly Google software (Sheets, Docs, Slides)
- OnePoint experience a bonus
- Has impeccable integrity

The Perks

- Competitive compensation package inclusive of a generous benefits package
- 100% of HMO level healthcare premium costs covered by employer, and contributions towards dependent healthcare
- Employer-paid ECS life insurance
- Voluntary Benefits (Supplemental Life, Accident, Short Term Disability, etc.)
- Generous time off program consisting of 22 holidays, sick leave and vacation days
- Support with application to loan forgiveness programs, and access to 403b Retirement Plans
- Personal growth and enrichment opportunities

This job primarily operates in an office and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 80% Stationary and 20% moving/traversing. Travel required for visits to local school sites (as needed).



Although ECS is not currently mandating that employees be fully vaccinated against Covid-19, it is possible that this will be a requirement in the future (subject to state and federal guidelines).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact the Human Resource Administrator at (310) 214-3408.