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Passionate Payroll Coordinator Works to Ensure Everyone Gets Paid



Fontana, Calif.- Payroll is this City of Fontana employee's passion. Payroll Coordinator Rita Coventry devotes herself in and out of work to educating her coworkers and community members on their paychecks, along with making sure everyone understands their taxes at the end of the year. Most importantly, she ensures that the City's employees are paid accurately and on time.

Rita's excitement and pure joy when it comes to the payroll field is contagious. You may have seen her on the City's social media channels during National Payroll Week in September, where she helped lead a Paycheck Checkup campaign to educate employees and the public about changes to the W-4 tax form. Staff members across all departments were encouraged to stop by throughout the week to visit the office and meet with payroll staff. Rita stressed the importance of performing a "Paycheck Checkup." If you haven't done so already, check if you are withholding the right amount of tax from your paycheck to avoid an unexpected bill or penalty here.

In 2003, Rita joined the City of Fontana as a contracted employee. Over the years, she has held the positions of Payroll Clerk, Payroll Technician, and since 2009, Payroll Coordinator. "The opportunities to grow [at the City] are endless and the camaraderie of my co-workers continues to make me want to stay," explains Rita.

According to Rita, there is never a typical day for payroll. "Every day is different, full of exciting tasks and duties. Payroll is one of the few offices that are governed by either some sort of Federal or State law that seems to always change somehow," she shares. Her daily duties can range from reviewing human resources' data entry to government reporting to reviewing time sheets.

Her love of payroll extends far beyond the office. Rita has been a member of the American Payroll Association (APA) since 2005, sitting on the Government Affairs committee, along with subcommittees for the Social Security Administration's website redesign and the IRS Health Care Reform. Rita is also on the Item Writing Committee, where she writes questions for APA's Fundamentals of Payroll Certification and the Certified Payroll Professional.

She has also held several positions on the Inland Empire Chapter of the American Payroll Association (IEAPA). In December 2014, the IEAPA created the prestigious Rita Coventry Award. Recipients are recognized each year for their integrity, high professional standards, enthusiasm, energy, participation within the organization, and for continuously promoting leadership.

Outside of work and other payroll organizations, you can find the happiest person on earth at the happiest place on earth - Disneyland. In true Disney Toy Story fashion, Rita's advice to new employees is to always "reach for the sky." She advises everyone to never give up on education and encourages them to go further, whether it is for a specific certification or for their MBA.

Rita has been selected as the City of Fontana Employee Spotlight based on nominations from her peers who describe her as "one of the most responsible, efficient, dedicated, and patient employees at the City, which makes her perfect for her job. She's amazing."

Please join us in congratulating the City of Fontana's Employee Spotlight recipient for the month of October, Rita Coventry.