

Job Position: Payroll/Benefits Specialist

Reports to: Treasurer

Location: Central Administrative Office/BOE

Employment Status: Classified/Full Time/12-month position/260 Days

Position Description: The Payroll/Benefits Specialist will be responsible for aspects of payroll and benefits, assist in the general tasks of the district's benefits and financial programs following state guidelines, board policy and district directives.

Qualifications:

- High School Diploma, (preferred associate degree or better Accounting/Finance).
- Prior Payroll and/or Benefits experience preferred.
- Demonstrated and proven record of success in benefits and payroll matters as exemplified by the following areas: experience in school district environment, payroll tax reporting, SERS and STRS experience.
- Effective problem solving, critical thinking, analytical, oral and written communication, and organizational skills.
- Computer experience in: USAS and USPS, Microsoft Excel and Word.
- Extremely detail oriented.
- Demonstrated reliable attendance record at previous employer or position.

General Duties:

- To set up, prepare and process the district's payroll and benefits programs.
- Administer and maintain employee records for payroll, sick leave, insurance, retirements, miscellaneous deductions.
- Prepare employee wage and tax statements for employees and file them with government agencies; Prepare W-2's for all employees and distribute all copies appropriately.
- Process accruals of sick, vacation and personal leave forms, post, and distribute copies as specified.
- Review timesheets for information completeness and accuracy.
- Prepare and process payroll for all pay periods.
- Prepare and maintain payroll records for all staff, certified, classified and administrative.
- Assisting with the new hire process.
- Enter new hires and terminations in system.
- Prepare and maintain records for all payroll deductions.
- To be cognizant of the payroll schedule and calendar and to schedule leave accordingly.

- Assist the Treasurer in all matters concerning payroll, wages, salaries, and the reporting thereof.
- Assist in administration of benefits and fringes.
- Cross-train and provide support and backup for other positions in the Treasurer's office.
- Maintain confidentiality regarding all aspects of the job.
- This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

Additional Working Conditions:

- Occasional requirement to travel for training, seminars, conferences.
- Perform other duties as assigned by the Treasurer

Terms of Employment:

- Must be able to pass BCI/FBI background check and drug screen.
- Scheduled workdays and daily hours established in mutual agreement with the Treasurer.