



## Job Description

**Job Title:** Payroll & Benefits Department Specialist

**Classification:** Classified

**Salary Schedule:** XC7

**Department:** Finance

**Reports To:** Payroll Supervisor

**FLSA Status:** Exempt

**Date:** September 2026

**Approved by :** Northwest Local School District Board of Education

**Job Summary:** The Payroll & Benefits Department Specialist manages the full lifecycle of district payroll processing and benefits management for both certified and classified staff. Operating independently with minimal supervision, this position is responsible for keeping the district in full compliance with federal, state, and local laws, board policies, and auditing standards. The ideal candidate verifies all employee contract payments for accuracy, handles local tax filings, manages state retirement systems (STRS/SERS), and executes a detailed monthly reconciliation process with vendor and district deductions—ensuring all adjustments and corrections are completed prior to the next billing cycle.

### Essential Duties & Responsibilities:

#### 1. Compliance, Legal Adherence & Audits

- a. **Regulatory Compliance:** Maintain full district compliance with all local, state, and federal payroll, tax, labor, and benefit laws (including FLSA, FMLA, ACA, COBRA, Workers' Compensation, local municipality/school district income tax withholdings, and STRS/SERS mandates).
- b. **Policy Interpretation:** Continuously review, interpret, and follow Board Policies, Administrative Guidelines, Auditor of State bulletins, legal directives, and financial memorandums applicable to certified and classified positions.
- c. **Audit Preparation:** Prepare and provide all required payroll, benefit, spousal/dependent, and financial documentation for annual school district audits and regulatory reviews.

#### 2. Payroll Operations & Tax Filings

- a. **Contract & Rate Verification:** Review and audit all Salary Contracts, Salary Notices, Supplemental Contracts, and Work Calendars for certified and classified personnel (including teachers, support staff, coaches, and sponsors) to verify pay rate and schedule accuracy prior to payroll runs.



# NORTHWEST LOCAL SCHOOL DISTRICT

- b. **Deduction Calculations:** Calculate and prorate initial payroll deductions and benefit withholdings accurately based on employee start dates and effective hire dates.
  - c. **Payroll Processing & Tax Filings:** Execute full-cycle regular, special, and calendar/fiscal year-end payrolls; generate and submit W-2s, 1095s (ACA), federal, state, and local municipal/school district income tax filings and reconciliations.
  - d. **Reconciliation & Records:** Perform monthly payroll bank reconciliations, process adjustments/refunds, and maintain electronic attendance and time-reporting records for both certified and classified groups.
- **Benefits & Onboarding**
  - **Onboarding & Leave Management:** Conduct payroll and benefits onboarding sessions for new certified and classified hires, complete offboarding processing for departing personnel, and calculate employee benefit contributions, arrears, and premium billing for staff on unpaid leave status due to FMLA or approved medical leave.
  - **Benefits Management:** Organize annual Open Enrollment, maintain electronic benefit records (Health, Dental, Vision, Life), and serve as primary liaison for TSA vendors, FMLA, FLSA, COBRA, Workers' Comp, STRS (certified), and SERS (classified).
  - **Monthly Reconciliation Process:** Execute the monthly reconciliation process between vendor statements and district payroll deductions to balance accounts, ensuring all necessary adjustments and corrections are processed before the next billing cycle.
- **Communication & Support**
  - Serve as the central point of contact for district staff regarding pay, local/state tax withholdings, and benefit inquiries.
  - Provide annual payroll cycle calendars and timesheet deadline notifications for certified and classified schedules.
  - Execute additional reporting and administrative requests from the Payroll Supervisor, Superintendent, Assistant Superintendent, or Treasurer.

## Qualifications & Competencies

- **Independence & Initiative:** Demonstrated ability to work independently, manage workload priorities, solve problems, and drive complex tasks to completion without direct supervision.
- **Legal & Tax Compliance Standards:** Thorough understanding of federal, state, and local income tax filing requirements, STRS/SERS regulations, FMLA/leave benefit continuation policies, and labor laws.
- **Software & Systems:** Hands-on experience with state fund accounting software, payroll databases, and advanced Microsoft Excel skills (spreadsheets, charts, data manipulation).
- **Mathematical Proficiency:** Strong computational skills with the ability to calculate percentages, proportions, rates, and basic algebraic formulas with high accuracy.



- **Adaptability & Confidentiality:** Demonstrated ability to manage competing priorities in a high-interruption environment while maintaining strict confidentiality regarding privileged employee and financial data.

## **Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 247 days



# NORTHWEST LOCAL SCHOOL DISTRICT

Title: Payroll & Benefits Department Specialist

Employee: \_\_\_\_\_  
(print name)

\*\*\*\*\*

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)