

PAYROLL AND BENEFITS SPECIALIST

JD LOCATOR: 4.08.5

Adopted: 8/97

Revised: 6/07

REPORTS TO:	Assistant Superintendent for Business Affairs
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

To assist the employees of the Waynesville R-VI School District with their payroll and benefit requirements by providing an extended variety of financial and personal assistance, and to ensure these benefits comply with all mandated state and federal laws.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Inform senior management of all conditions concerning sensitive payroll issues regarding compensation for all employees.
2. Provide technical expertise and respond to questions, concerns, or complaints from employees related to interpretation of laws, rules, regulations, and contracts governing district payrolls.
3. Communicate and work with district departments and personnel to obtain and provide information, resolve discrepancies, and correct any possible payroll issues or errors.
4. Prepare, process, and record specialized payroll and benefits transactions related to workers' compensation, PSRS/PEERS contributions, retroactive pay, and other related services.
5. Prepare and balance all payroll batches to be run. Coordinate the preparation, distribution, and reporting process for all payrolls. Perform calculation of wages, overtime, and deductions to ensure compliance with federal and state laws.
6. Plan, organize, coordinate, establish, and implement policies and procedures for the district's payroll and control functions.
7. Post payroll data and prepare mandatory reports including federal and state. Ensure the payroll deduction payments and reports are disbursed timely and accurately.
8. Examine and verify employee information processed by Human Resources Office.
9. Process all payroll changes and updates to employee pay roster related to individual employee requirements for accurate reporting.
10. Assist in the management of processing payrolls and withholdings utilizing automated mainframe, microcomputer, and network application programs.
11. Gather, process, and review documents requested in legal subpoenas regarding employee wages and health benefits, including retrieving payroll wages since date of hire, dates of absences, reason for each absence, garnishments and child support, and submit to the proper court and/or attorney.
12. Compute, prepare, and process withholdings from all payrolls and provide report to the bookkeeper.

13. Prepare and report federal tax and FICA withholdings to EFTPS.
14. Maintain all records and organization of monthly payrolls and insurance bank reconciliations.
15. Maintain accurate information concerning stop payments and manually written payroll checks for auditing purposes.
16. Prepare and key all requests for annuity deductions to individual employee pay roster ensuring they meet federal procedures and guidelines.
17. Respond to and assist employees with questions related to their specific payroll and benefits.
18. Assist employees in identifying correct tax withholdings on an individual basis.
19. Assist all active and retiree employees in their private payroll matters.
20. Prepare and process career ladder payments to employees.
21. Prepare and process payrolls for retirement incentive, unused health leave, and unused vacation payments.
22. Prepare and process monthly and annual retirement, Department of Revenue, employment security and social security reports.
23. Balance, prepare, and process annual W-2 and W-3 reports through federal e-services online.
24. Maintain paperwork and verification records for previous employees to include paid wages, employment dates, retirement contributions, etc.
25. Assist in the scheduling and presentation of informational materials, workshop, and conferences.
26. Serve as leave expert with the SubFinder leave system.
27. Prepare and key all annual earned vacation for 12 month employees.
28. Prepare and key all earned health and business leave for new employees.
29. Monitor all leave keyed for employees from building locations to ensure accuracy of leave and correct payment for the corresponding substitute.
30. Post all leave keyed at building locations on a weekly basis.
31. Maintain monthly, quarterly, and annual district absentee reports for accuracy and posting.
32. Directly oversee the benefit programs for the district including health, dental, life, vision, long and short-term disability, workers' compensation, vacation, health leave, business leave, tax sheltered annuity, and retirement programs.
33. Oversee all aspects of employee compensation, preparation, planning, analysis, and monitoring policies and procedures.
34. Prepare compliance and statistic reports for governmental agencies related to the district maintained benefit and annuity plans.
35. Assist in preparation and management of the district's 125 Cafeteria compensation plan.
36. Set up, file, and retain the district's tax related records.
37. Respond and answer to market studies for insurance companies with respect to the district's current employee benefit packages.
38. Furnish information for RFP's related to cost and types of coverage with other plans.
39. Act as liaison between the district, broker, and insurance companies.

40. Prepare required documents to implement benefit programs and maintain permanent employee records for district related benefit programs.
41. Coordinate annual open enrollment procedures including ordering required material, set up and conduct meetings, and process according to policy ensuring eligible employee and dependent records are compliant.
42. Process enrollment and change forms in a timely manner with each benefit provider.
43. Provide assistance and information to all active and retiree employees in completion of required forms.
44. Assist all active and retiree employees in their private insurance matters.
45. Prepare, process, and maintain reconciliation of health insurance payment from retirees.
46. Prepare and process insurance continuation letters for employees retiring or resigning from the district.
47. Assist the Assistant Superintendent for Business Affairs in preparing and studying annual salary increases and budget implementation.
48. Work with Assistant Superintendent for Business Affairs on all bids related to employee benefits.
49. Evaluate current benefit programs to ensure they meet the needs of district employees.
50. Study, arrange, and implement new benefit programs and procedures with vendors for the district.
51. Monitor all benefit programs for compliance with government regulations.
52. Assist employees in determining their life insurance needs.
53. Ensure all life insurance enrollment forms are complete and accurate, and then file with the insurance company.
54. Prepare and process all death claims for the district.
55. Assist employees filing death claims with other insurance claims if needed.
56. Serve as the district's Workers' Compensation representative.
57. Serve as point of contact to employees with questions related to the Public School Retirement System (PSRS) and Public Employees Education Retirement System (PEERS).
58. Serve as Notary Public to the district and all employees.
59. Coordinate the Health Leave Pool program.
60. Gather all required patient information and prepare a synopsis and process the Health Leave Pool application for review by the Assistant Superintendent of Human Resources.
61. Prepare Health Leave Pool statement of approval or denial recommendation to the Superintendent.
62. Maintain all reports, ledgers, and files for employees requesting application for the Health Leave Pool.
63. Maintain all paperwork and files for the Health Leave Pool from inception to present.
64. Maintain a commitment to ongoing professional development.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in accounting, bookkeeping, tax, or related field preferred.
3. Minimum of five years increasingly responsible experience in the preparation and maintenance of financial and/or statistical records, employee payroll, compensation, and benefits.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

