

SECTION 310-C PAYROLL AND BENEFIT COORDINATOR

Job Description*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

REPORTS TO: Director of Business Operations

GENERAL RESPONSIBILITIES:

Perform all duties required to complete the twice monthly payroll and any other objectives set by the Director of Business Operations and Board of Education. Presents a positive image in contacts with parents, staff and community. Properly handles all confidential matters.

ESSENTIAL FUNCTIONS:

1. Perform all duties necessary to complete payroll twice monthly
 - A. Collection and entry of time cards/sheets
 - B. Processing checks
 - C. Payment of all Federal and State taxes
 - D. Payment of child support and other garnishments
 - E. Maintain records for each pay period

2. Process quarterly payroll reports
3. Maintain the health, dental, long term disability and life insurance benefit records necessary to produce accurate monthly billing for staff and retirees. Coordinate benefit changes with insurance vendors.
4. Process necessary paperwork for all new employees.
5. Maintain staff personnel and payroll records.
6. Maintain a workable filing system for payroll, federal, state and retirement documents.
7. Collect and enter data necessary for staff flexible spending accounts.
8. Maintain Tax Shelter Annuity records and produce monthly billings.
9. Maintain accurate attendance records for staff.
10. Administer the sub system, develop the sub handbook, and maintain an adequate supply of substitute teachers and teacher assistants and assist in their orientation and retention.
11. Coordinate new teacher payroll and benefit orientation meeting and packets.
12. Assist in assigning daily and long term subs as needed as well as coordinating with the district outsourcing company regarding errors or changes in substitute assignments.
13. Answer phone calls from staff and payroll related vendors
14. Prepare and send annual letters to part time staff and substitutes as to the status of their employment for the following year.
15. Prepare, complete and submit monthly and annual state and federal reports.
16. Coordinate health benefits for retirees and collect monthly premiums.
17. Assist with benefit and salary budget development, negotiation costing, and other analysis as needed.
18. Maintain Teamster vacations and assign substitutes as needed.
19. Complete and submit reports for new hires, flex, Medicaid, government employee status reports, and other reports as needed.
20. Assist in the assembly of employee benefit packets, beginning of the year staff correspondence, and collection of payroll forms.
21. Develop and maintain an up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.
22. Maintain up-to-date information on the district web pages.

OTHER FUNCTIONS:

1. Serve as a resource person on procedures, rules and regulations.
2. Promote a positive image of the District at all times.
3. Learn, interpret and apply District policies, law, rules and regulations.

4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

1st Reading – April 9, 2007
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