
PAYROLL-SUPERINTENDENT'S OFFICE

Title: Payroll and Benefits Specialist

Qualifications:

1. High School Diploma or Equivalent and two years clerical experience.
2. Demonstrated aptitude or competency for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriated and acceptable.

Reports To: Business Manager

Job Goal: To contribute to the efficient operation of the finance office so that it can play its effective part in the education process.

Essential Functions

To keep a systematic and accurate accounting of all personnel and personnel functions and provide appropriate compensation to all employees on a bi-weekly basis.

Performance Responsibilities

- Receives and computes all payrolls, making deductions for income tax, retirement, annuities, health and dental insurance and any other necessary deductions
- Prepares internal reports and checks for proper authorization and agencies covering all deductions
- Maintains records covering all deductions.
- Prepares all tax forms including but not limited to 941, State 941, MSRS monthly reports, Unemployment, Workers Compensation and W-2's.
- Keeps records of all staff leaves and absences.
- Mails checks to employees who are absent during summer months.
- Verifies all amounts before and after checks are machine processed.
- To reconcile all general ledger accounts for the district.
- To pay payroll liabilities in a timely manner.
- To maintain current and accurate records of the District sick banks for administrators, support staff and faculty.
- To maintain employee files.
- Operates computers, calculators, copiers and facsimile machines.
- Other duties as assigned

Legal and Ethical Duties

To file payroll reports in a timely manner by the due dates as specified.

To report any illegal or unethical behavior in the finance office to the Superintendent.

Salary and Benefits

Salary and benefits will be competitive and negotiated with the Superintendent.

Evaluation

Performance of this job will be evaluated by the Business Manager in accordance with policy annually.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.