



POSITION: Payroll & Benefit Specialist

JOB SUMMARY: The Payroll & Benefits Specialist performs a wide range of payroll and benefits related duties for the school district. Work requires initiative and independent judgment in the application of prescribed regulatory laws, policies, procedures, and methods. Performs other duties related to the primary scope of the position as required.

MINIMUM QUALIFICATIONS

1. High School Graduate preferably supplemented by business school training.
2. Experience in bookkeeping and accounting operations.
3. Working knowledge of payroll procedures preferred.
4. Background in health insurance plans desired.
5. Ability to deal effectively and courteously with associates and the public.
6. Demonstrated experience in keyboarding and Microsoft Office.

REPORTS TO: Supervisor of Financial Services

SUPERVISES: None

ESSENTIAL FUNCTIONS

1. Process new employees, set up initial files.
2. Maintain accurate payroll and benefit records for all employees.
3. Receive, verify and enter employment information into the computerized system.
4. Maintain working knowledge of the computerized payroll system.
5. Verifies time card math.
6. Maintain records for all payroll deductions.
7. Maintain payroll distribution records.
8. Prepare year end W-2's and other tax forms.
9. Prepare quarterly tax reports.
10. Process payroll checks and direct deposit files, prepare documentation for payment of payroll taxes and benefits/deductions.
11. Process paycheck inserts for distribution.
12. Prepare annual salary/benefit/leave statements in coordination with the Superintendent's Office.
13. Process requests for employment/wage verification.
14. Process unemployment compensation forms and reports.
15. Process worker's compensation claims/SDIC liaison.
16. Maintain payroll records for audit.
17. Prepare state retirement and FICA reimbursement reports.
18. Maintain state retirement system information.
19. Assist employees/retirees with insurance related questions (HIPPA Officer).
20. Calculate, process, and maintain membership and premiums for health, dental, vision, long term disability and life insurance plans, including coordination of open enrollment periods.
21. Disperse claim forms and identification cards.
22. Maintain required labor law signage district-wide.
23. Prepare salary and benefit schedules for negotiations.

24. Assist in negotiations as requested.
 25. Assume other duties as assigned by the Business Manager or Supervisor of Financial Services.
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POSITION SPECIFICATIONS

Physical Demands

Often sitting at a desk for extended periods.
Standing for limited periods of time.
Moderate lifting from 15 to 30 pounds.
Some carrying- up to 30 pounds.
Manual dexterity to use office equipment.
Repetitive movement of fingers and hands for keyboarding.

Sensory Abilities

Visual acuity to read correspondence, computer screens and sort mail.
Auditory acuity to be able to use the telephone.
Ability to speak clearly and distinctly.

Work Environment

Generally, office setting.

Temperament

Ability to work as a member of a team
Must be courteous and able to effectively communicate with people.
Must be cooperative, congenial and service-oriented, and promote these qualities in the department.
Ability to work in an environment with frequent interruptions.
Ability to remain calm under pressure and handle public concerns, whether cordial or hostile, with professionalism and tact.

Cognitive Ability

Ability to follow written and verbal directions and give direction to others. Ability to complete assigned tasks with minimal supervision.
Ability to read, write and do basic computations.
Ability to keep accurate records and tract use of materials.
Ability to organize and maintain files.
Ability to operate standard office equipment.
Ability to assess office machine maintenance needs.
Ability to perform simple maintenance tasks.
Ability to use correct grammar, sentence structure and spelling.
Ability to organize office setting to efficiently accomplish tasks.
Ability to work independently and make work-related decisions.
Ability to exercise good judgment in prioritizing tasks.

Specific Skills

Ability to operate office equipment.
Ability to use computer technology efficiently, Microsoft Office suite.
Must appropriately handle confidential information.

License

Valid driver's license.

Comments

Position holder must have a friendly, helpful, caring personality.

Position holder has relatively unrestricted access to information for the LEA.

TERMS OF EMPLOYMENT

8 hours per day; 12-month position (260 days)

Salary, work schedule and the conditions of employment in accordance with current LEA salary schedule and applicable policies.

EVALUATION

Performance of this job will be evaluated annually by the Business Manager.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. The individual currently holding this position performs additional duties and additional duties may be assigned.

The Brandywine Heights Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Approved by Superintendent:

Approved by the Board of Directors: