

## **Job Description**

## **Payroll/Human Resources Coordinator Job Description**

### **Payroll**

- Calculate time sheets
- Enter all payroll exceptions
- Maintain attendance records
- Maintain accurate deductions
- Track years of service
- Process and submit PERF/TRF reports, payments, and maintain records
- Transmit payroll
- Process Direct Deposit through Doculivery and Heartland Bank
- Save bi-weekly payroll reports in file and maintain back-up
- Prepare Related Services contracts and verify Certified contracts are accurate
- Prepare change form for any payroll changes for staff
- Process all employee change forms and re-calculate any pay changes
- Process all summer contracts, maintain records of payment and summer testing
- Assist in verifying all year end figures
- Print and distribute all W-2
- Prepare and submit Year End W-2's to the State and Internal Revenue
- All other duties that apply

### **Personnel**

- Maintain personnel records, set-up files for new employees, file all documentation, archive files when employee terminates, etc.
- Process all applications and enter in database
- Do all criminal history checks
- Post all job openings
- Prepare all hiring documents
- Prepare all documents for beginning of year packets
- Prepare and distribute all Staff Identification
- Perform exit interviews
- Create Staff Assignment Book
- Create Staff Directory Book
- Prepare Staff Intent to Employee documentation and verify receipt of returned form from all staff
- Do E-Verify on all new staff
- Maintain non-certified staff records
- All other duties as assigned

### **Purchasing**

- Enter purchase orders into Komputrol
- Process all BPS orders
- Process business card orders
- Track teacher ordering

### **Inventory**

- Maintain accurate inventory of all equipment, assign number, enter into database with description, value, funds purchased with, serial number, and remove items when destroyed
- Maintain accurate Fixed Assets records, enter in database description, value, funds purchased with, serial number, and remove item when destroyed
- Do physical inventory yearly on fixed assets

### **Insurance**

- Handle all enrollments and change requests for all insurance
- Prepare and finalize all yearly insurance re-enrollment
- Calculate costs
- Prepare monthly claims
- Verify billing
- Handle all correspondence
- Assist employees in submitting claims

- Act as the HIPPA Representative
- Disperse Medical Reimbursement checks
- Enter new employees into VSP website
- All other insurance duties as required

#### **Staff attendance**

- Record all staff absences
- Post to e-mail daily
- Notify staff when Leave Requests are necessary

#### **Maintain all comp time records**

- Process all Comp time forms
- Maintain records on Comp time earned
- Issue Leave Days when Comp time meets requirements

#### **Workman's Compensation**

- Report all claims to Insurance Carrier
- Submit bills for payment
- Handle all correspondence with Insurance Carrier
- Maintain all records

#### **Mileage Claims**

- Verify for accuracy
- Prepare for payment
- Maintain payment records
- Maintain mileage chart

#### **Leave Requests**

- Process all Professional Leave requests
- Maintain database record of all Professional Leave and requests for reimbursement of fees and travel expense
- Process Personal Leave Requests

#### **Other Duties**

- Assist Director and Treasurer with budget figures for any of the above items.
- Maintain all previous year records and handle all record retention and destruction issues where records are concerned for bookkeeping
- Assist with maintaining current licenses and service records for teachers and non-certified staff.
- Assist with tracking of Staff Evaluations.
- Member of the Sick Leave Bank Committee
- Assist with preparation of Seniority List
- Submit Department of Education CE/CP Report and NE Report.
- Submit Bi-yearly Treasurers Report
- Submit Form 100-R
- Submit all New Hire Reports
- Arrange travel accommodation for Administrators and other staff
- Create and maintain staff assignment book and staff directory
- Do all Komputrol updates and back-up

#### **Other Duties and Responsibilities As Assigned**