

## Job Description

**Position:** Payroll/Benefits Specialist for Certified Staff  
12mo 239-Day  
**Department:** Business Office  
**Reports to:** Director of Business

**Summary:** *The payroll/benefits specialist for certified staff executes the management of payroll and benefit operations for all certified staff. Must be detail oriented and deadline driven with strong organizational, written and oral communication skills. Must be able to manage multiple tasks. Must be able to work independently and as part of a team. Must have excellent analytical ability to proactively work out problems and implement solutions. Must maintain high level of professionalism, integrity, trust and confidence. Must have an absolute commitment to fulfill the responsibilities of this position.*

**Essential Job Functions:** *The major responsibilities listed below are intended to describe the general nature of the tasks and position. They are not an exhaustive list of responsibilities.*

1. Serves as a subject matter expert on payroll and benefit matters
2. Administers benefits for all certified staff (active, retirees, COBRA, et. al.)
3. Research and respond to payroll and benefit related inquiries from internal and external sources
4. Acts as a liaison between district staff, retirees, and insurance companies (brokers).
5. Maintains the integrity of payroll related personnel, salary, deduction, and benefit information in financial/employee management databases
6. Computes the calculation of wages and salaries, deductions and benefits, taxes and other withholdings
7. Calculates special checks, verifies, edits and makes corrections and adjustments as needed
8. Manages the preparation, distribution, and information processes for all monthly, quarterly, and annual payroll reports
9. Posts payroll accounting data and prepares routine reports and/or invoices to government agencies, insurance companies and others. Ensures that payments and reporting requirements are disbursed timely and accurately.
10. Develops written policies and procedures, incorporating generally accepted accounting principles
11. Stays current on external payroll related rules and regulations as well as internal board policies and procedures.
12. Under administrative direction; implements, updates, and provides guidance to staff on policies and procedures related to the payroll and benefit functions
13. Serves as backup to the payroll/benefits specialist for non-certified staff
14. Other duties as assigned by supervisor

**Qualifications:** *To perform this job successfully, an individual must be able to perform each of the essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

1. Possess highly developed interpersonal, organizational, and problem-solving skills to make sound and proactive decisions with little or no direction
2. Ability to prioritize daily work load, demonstrate flexible, logical, and reflective behavior
3. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and concerns, displaying diplomacy and tact in all interactions
4. Ability to speak to the public in person, over the phone, and in writing with integrity and clear direction
5. Ability to write routine reports and correspondence
6. Attentiveness to detail and solid basic math and accounting skills, including a strong operational understanding of accounting principles
7. Possess strong skills in word processing, spreadsheet development, database entry using Microsoft Office and Google applications
8. Possess experience with student management, human resource, and financial software
9. Ability to manage web-based programs including calendars, schedules, surveys, and departmental webpages
10. Ability to read, understand, and develop financial budgets and other statistical reports
11. Ability to read and interpret documents such as procedure manuals, operating instructions, school codes and procedures, and data-based reports
12. Ability to troubleshoot office equipment and minor computer issues

**Education and/or experience:**

1. Associates or Bachelor's degree in accounting, or related field, and at least two years of experience in an accounting, payroll, and/or business office – school district experience preferred
2. Knowledge of state and federal payroll regulations
3. Strong computer skills with experience using Microsoft Office – Skyward school software experience favorable