

Bourbonnais Elementary School District #53

JOB DESCRIPTION

Position Title: Payroll and Benefits Coordinator

Department: 12 Month Support Staff

Location: District Office

Reports to: Human Resource Director

FLSA Class: Non-Exempt

Effective Date: October 19, 2023

SUMMARY

This position is responsible for assisting in the administration of the district's payroll and benefits to provide the maximum educational services for the financial resources available. Principally, this position provides all functions related to payroll and employee benefits within the district.

DUTIES

1. Responsible for preparing and processing all district payroll and employee benefits and deductions, including processing direct deposits and printing checks. Storing and archiving all records, calculated time cards/sheets, audits and reports.
2. Audit/review all HR/Payroll changes to assure that employee's paychecks are accurate. Assist HR with the setup of payroll and HR codes.
3. Assist with the Onboarding process to explain offered benefits, assist with documents as required/requested and assist employees through the Offboarding procedure.
4. Assist HR with employee LOA/unpaid status situations and generate invoices for the collection of missed payroll deductions. Assure that missed benefit accruals are accounted for.
5. District liaison with the IMRF/TRS Retirement funds, 403B providers and all other optional employee benefits and provide support to employees with questions regarding their enrollment and deductions.
6. Support the BEA with Union Due deductions, reports, and audits and provide other support as needed.
7. Assist external auditors with any questions and provide all requested documentation. Initiate internal audits to assure the accuracy of payroll, benefits and deductions.
8. Set up, administer the Time Tracking software, and provide support to supervisors and employees to help maintain and troubleshoot software.
9. Provide support for the substitute tracking software, maintain and audit the import into payroll and cross reference against the time off function in Skyward.
10. Responsible for all Unemployment Claims, Disputes, Reports and Hearings.
11. Responsible for making sure information is entered and maintained in IMRF & TRS external sites.
12. Process year-end information and provide W2's, 1095's, etc., as required.
13. Assist with government and misc. reports and surveys, such as wage studies, ISBE, IMRF, TRS, etc.
14. May be required to perform other tasks as assigned by your supervisor, the Superintendent or the Board of Education.

QUALIFICATIONS

1. Associate degree or Bachelor's degree preferred.
2. A minimum of a High School Diploma or equivalent required.
3. A minimum of 2-5 years' experience in a payroll, benefits, bookkeeping, or related position.
4. Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, etc.
5. Knowledge of Google software and Skyward Payroll preferred.
6. Knowledge of a school payroll and benefits is preferred and generally accepted payroll principles.
7. Ability to lift and carry up to 20 lbs. and to push/pull up to 10 lbs.
8. Ability to operate office equipment such as computer, phone, fax machine, copier, etc.

9. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
10. Must have excellent oral and written communication skills to work with teachers, support personnel, building administrators and the public in an acceptable/courteous manner.
11. Ability to enforce school regulations and policies in a professional manner.
12. Ability to maintain good working relationships with fellow employees.

SCHEDULING

The work hours for this position are 7:30 a.m. to 4:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.