

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Payroll/Benefits Specialist
JOB GOAL: Provide support in payroll and benefits, purchasing, reporting, and business operations
REPORTS TO: Director of Finance and Operations/CSBO

DUTIES AND RESPONSIBILITIES:

General

- Demonstrate support for the District 106 mission, vision, and strategic goals
- Uphold established Board of Education policies, regulations, and administrative procedures
- Complete other duties as assigned

Primary Responsibilities:

Payroll

- Compile, process, and audit payroll for all staff on a semi-monthly basis, including salaries, time sheets, stipends, and appropriate deductions (e.g., insurance, flexible spending, taxes)
- Receive and respond to verification of employment requests
- Organize and distribute annual W-2, 1095-C, wage, and tax statements
- Edit and process required reports, including the TRS and IMRF Reports of Earnings and Pension Contributions
- Prepare the annual Teacher Retirement System report
- Assist with preparation of the annual Employment Information System report
- Assist the Director of Finance and Operations with various payroll adjustments through the pay period
- In conjunction with the Lyons Township School Treasurer's Office (TTO):
 - Deposit net earnings into savings and checking accounts, and prepare live checks as needed
 - Remit electronic fund tax payments to the IRS, TRS, and IMRF
 - Remit liability payments as required (annuity companies, county clerks, etc.)
 - Report federal, state, and social security tax liabilities and payments on required cycles

Insurance & Benefits Enrollment

- Process and/or submit open enrollment changes for all eligible employees
- Receive and submit the necessary paperwork to each insurance company for all terminations
- Reconcile and submit payments for all insurance and annuity companies twice a month
- Create new employee records in the district's accounting software
- Distribute monthly invoices to retirees and employees on leave
- Manage the online employee benefits portal and serve as the district's liaison with the benefits cooperative

Secondary Responsibilities:

Accounts Payable & Receivable

- Process all requisitions (purchase orders, check requests, etc.)
- Process all invoices after materials verified and payment authorized by administration
- Prepare monthly accounts receivable, including invoicing and bank deposits
- Prepare monthly bills payable list for Board of Education approval, including staff reimbursements
- Review, validate, and process IRS 1099s
- Research vendor statements for outstanding balances and contact vendors as needed
- Maintain and reconcile monthly petty cash and imprest fund statements
- Manage the district's P-Card program, including card ordering and transaction audits

Bookkeeping, Reconciliations, & Reporting

- Maintain the general ledger revenues, expenditures, and fund balances, including financial closings
- Complete journal entries as necessary, and provide budget and other reports to supervisors
- Complete fiscal year and calendar year rollover tasks
- Serve as the business office liaison to the PTC and Education Foundation treasurers
- Coordinate with the district's financial auditing firm to complete the annual audit
- Reconcile all student activity accounts and local grants
- Create reports and provide support to administration regarding all state and federal grant expenditures

SKILLS AND ABILITIES:

- Communicate courteously, effectively, and accurately in English, both orally and in writing
- Establish and maintain effective working relationships with internal and external stakeholders
- Work independently, stay on task, and complete assigned projects and duties in a timely manner
- Demonstrate excellent organizational skills and adapt flexibly to diverse and changing tasks

EDUCATION, CERTIFICATION, EXPERIENCE:

- One (1) to three (3) years' payroll experience
- Must have strong proficiency with spreadsheet and word processing software
- Minimum of a high school degree or equivalent required

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Some lifting, carrying, pushing, pulling, bending, stooping, and/or twisting is required
- Fine motor dexterity is necessary for task completion
- Position generally requires approximately 90% sitting, 5% walking, and 5% standing
- Position is located in a generally clean and healthy indoor environment
- Must be able to see, hear, and speak effectively and efficiently
- Must be able to lift/carry objects weighing 5-20 pounds (often), and sometimes more than 20 pounds (rarely)
- The ability to drive a car, van, or truck on public roads or highways on occasion is strongly preferred
- The ability to interact with others, including in stressful situations, is important for success in this position
- Position often reads and reviews information on a computer screen for multiple hours each day

CLASSIFICATION AND FLSA STATUS:

- Non-certified, categorized as *Educational Support Personnel (ESP)*
- Non-exempt from overtime under the Fair Labor Standards Act (FLSA)

EVALUATION:

- Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district

CALENDAR/WORK SCHEDULE AND COMPENSATION:

- The work calendar is 260 days per year
- The work day is 7.5 hours, excluding lunch
- This position is considered "at will"
- Salary and benefits will be established by the Board of Education and commensurate with education, experience, and qualifications.