

Payroll/Benefits Assistant I Job Description

Purpose: The Payroll/Benefits Assistant I provides adequate backup and assistance for the Payroll/Benefits Department.

Responsible to: Payroll/Benefits Coordinator

Salary: District Clerical Hourly Rate Schedule, Level 3

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. Payroll or accounting experience preferred
2. High school diploma or equivalent.
3. Demonstrates proficiency in typing/keyboard skills.
4. Proficiency in using various software (particularly word processing and spreadsheets).
5. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Provide accounting support to assist with the efficient operation of daily tasks.
- b. Communicate efficiently with all the members of the school district and community.
- c. React to change productively and handle other tasks as assigned.
- d. Appropriately handle all equipment as required.
- e. Support the value of an education.
- f. Support the philosophy and mission of Derby Public Schools.
- g. Comply with all district policies, rules and regulations.
- h. Assist employees with usage of employer provided benefits.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to move, lift, carry, pull or push, stoop, bend and reach for heavy objects and materials.

- c. Must be able to occasionally work in stressful environments.
- d. Requires the ability to work under pressure and meet deadlines.
- e. Requires the ability to work independently with little or no supervision.
- f. Requires regular attendance and/or physical presence at the job.
- g. Must be able to handle detail work under deadline pressure

General Responsibilities:

- 1. Primary backup for Payroll/Benefit Assistant II in their absence.
- 2. Assist Payroll/Benefit Coordinator with exit employee interviews.
- 3. Assist Payroll/Benefit Coordinator with insurance enrollment and billings.
- 4. Assist Payroll/Benefit Coordinator with Section 125 cafeteria plan enrollments/changes.
- 5. Responsible for benefits entered into both Skyward and Infinity.
- 6. Assist with surveys and audits.
- 7. Assist with benefit open enrollment.
- 8. Answer daily phone calls and e-mails about payroll and benefit issues.
- 9. Prepare payroll/benefit articles for the NOW.
- 10. Make updates to payroll website as necessary.
- 11. Open daily mail.
- 12. Process employee terminations.
- 13. Prepare, submit and maintain all workers' compensation paperwork.
- 14. Assist in maintaining Employee Access, TruTime and timeoff setup for employees.
- 15. Review and balance payroll liabilities to paychecks once per month to process payments for Vision, Dental, Prepaid Legal and supplemental insurance.
- 16. Maintain an orderly filing system.
- 17. Process employee changes such as address, direct deposit, name change, taxes and benefits.
- 18. Enter all classified staff schedules once per year at the start of school year and maintain schedules as needed during the year.
- 19. Assist Payroll/Benefits Coordinator in any other task as assigned.
- 20. Adhere to all district health and safety policies.
- 21. Other duties as assigned by the Payroll/Benefits Coordinator or Superintendent which are consistent with the general, requirements, and qualifications of the position.