

## **Payroll/Benefits Assistant II Job Description**

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

**Responsible to:** Payroll/Benefits Coordinator

**Salary:** District Clerical Hourly Rate Schedule, Level 4

**Classification of Employment:** Non-Exempt

**Date:** July 2019

**Qualifications:**

1. Payroll experience required
2. High school diploma or equivalent.
3. Demonstrates proficiency in typing/keyboard, 10 key touch skills.
4. Proficiency in using various software, Microsoft Excel preferred.
5. Demonstrates a serious commitment to accuracy and quality while meeting goals and deadlines.
6. 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. Update leave accruals for all employees.
2. Run all necessary payroll functions in absence of Payroll/Benefits Coordinator.
3. Primary backup for Payroll/Benefit Assistant I in their absence.
4. Assist Payroll/Benefits Coordinator with exit employee interviews.
5. Assist Payroll/Benefits Coordinator with KPERS procedures.
6. Assist Payroll/Benefits Coordinator with insurance enrollment and billings.
7. Assist Payroll/Benefits Coordinator with federal and state tax reports.
8. Assist Payroll/Benefits Coordinator with TSA enrollments and billings.
9. Assist Payroll/Benefits Coordinator with Section 125 cafeteria plan enrollments/changes.
10. Process time records for multiple payrolls per month.
11. Code and enter information from time cards.
12. Process positive pay for paper checks and distribute to appropriate locations.
13. Prepare early retirement payroll.
14. Responsible for benefits entered into both Skyward and Infinity.
15. Assist with surveys and audits.
16. Assist with benefit open enrollment.
17. Answer daily phone calls and e-mails about payroll and benefit issues.
18. Prepare payroll/benefit articles for the NOW.
19. Make updates to payroll website as necessary.
20. Assist Payroll/Benefits Coordinator in balancing monthly KPERS reports.
21. Enter personnel action forms.
22. Open daily mail.
23. Process employee terminations.
24. Process garnishments, income withholding orders, tax levies, etc.
25. Assist in maintaining Employee Access, TruTime and timeoff setup for employees.
26. Meet with prospective retirees to discuss options and prepare paper work as necessary.
27. Keep up-to-date with information related to retirement, including latest information from The Kansas Public Employees Retirement System (KPERS).
28. Request accounts payable checks for United Way, professional association dues and miscellaneous items (garnishments, income withholding orders, etc.) and direct these checks to proper places.
29. Review and balance payroll liabilities to paychecks once per month to process payments for Vision, Dental, Prepaid Legal and supplemental insurance.
30. Maintain an orderly filing system.
31. Process employee changes such as address, direct deposit, name change, taxes

and benefits.

32. Enter all classified staff schedules once per year at the start of school year and maintain schedules as needed during the year.
33. Assist Payroll/Benefits Coordinator in any other task as assigned.
34. Adhere to all district health and safety policies.
35. Other duties as assigned by the Payroll/Benefits Coordinator or Superintendent which are consistent with the general, requirements, and qualifications of the position.