

**FINNEYTOWN LOCAL BOARD OF EDUCATION  
JOB DESCRIPTION**

**POSITION:** PAYROLL and BENEFITS SPECIALIST

**REPORTS TO:** TREASURER

**QUALIFICATIONS:**

- Undergraduate or associate accounting or finance degree (preferred)
- Uniform Staff Payroll System- Redesign (USPS-R) & Uniform Staff Accounting System- Redesign (USAS-R) experience (preferred)
- Experience in payroll processing, benefits management, and budgetary accounting
- Advanced knowledge of Microsoft Office (Excel, Word, PowerPoint and Outlook)
- Self-motivated with a high level of commitment to the position and its requirements
- Detail-oriented with strong analytical and problem solving skills
- Excellent verbal and written communication skills; works collaboratively with others
- Flexibility in meeting and handling new assignments, multiple tasks, deadlines, and unexpected circumstances; ability to organize and prioritize responsibilities
- Demonstrates professionalism, exceptional customer service, and the ability to properly handle confidential information
- Good health, high moral character/ethical standards, and a good attendance record

**ESSENTIAL RESPONSIBILITIES:**

- Maintain up-to-date payroll, retirement, and other benefit systems and databases
- Prepare and process accurate payroll for the district
- Verify accuracy of time sheets and overtime calculations
- Verify payment authorization and licensure qualification requirements
- Verify accuracy of all EMIS-related payroll system inputs and data extracts
- Manage all payroll deductions including: taxes, retirement, direct deposit, insurance and other benefits
- Manage medical, dental, life, vision, section 125 and tax sheltered annuity benefits
- Maintain employee attendance records including: personal, sick, and vacation leave
- Maintain employee hour records for Affordable Care Act requirements
- Complete monthly, quarterly and year end procedures and reporting
- Various additional payroll duties and others as assigned by the Treasurer

**REVISED:** 9 May 2026