



## Oak Grove School District 68

### Position Title: Business and Benefits Coordinator

- **Reports To:** Chief School Business Official (CSBO)
- **Classification:** Full-Time, 12-Month, Non-Certified/Support Staff
- **Salary Range:** \$90,000-\$110,00

### Position Summary

The Business and Benefits Coordinator executes complex, technical duties to guarantee the accurate, timely, and compliant processing of the district's payroll, benefit administration, and core human resource workflows. Serving as a foundational pillar within a highly streamlined, single-building business office, this role requires elite attention to detail, proactive compliance management, and the maintenance of absolute confidentiality regarding sensitive personnel and financial data.

### Primary Responsibilities

#### Payroll, State Reporting & Financial Operations

- **End-to-End Payroll Administration:** Manage, prepare, and execute accurate semi-monthly payroll processing for just over 100 certified and non-certified personnel utilizing Skyward Qmlativ.
- **Timekeeping** Receive, verify, and reconcile employee timecards, electronic absence reports, in coordination with school secretaries to ensure correct payroll distribution.
- **Pension & Retirement Compliance:** Calculate, reconcile, and electronically submit monthly and annual reports for the Illinois Teacher's Retirement System (TRS) Gemini system and the Illinois Municipal Retirement Fund (IMRF).
- **State & Statutory Reporting:** Oversee the compilation, verification, and timely submission of state-mandated reporting, including the annual ISBE Employment Information System (EIS) Salary Data Reporting and the annual IMRF Wage Report.
- **Annual Statement of Affairs:** Partner directly with the CSBO to prepare, compile, and finalize employee earnings data for the annual Intergovernmental Agreement and School District Annual Statement of Affairs (ISBE Form 50-37) for public posting and state submission.
- **Account Reconciliation:** Record, verify, and reconcile payroll liabilities and contractual deductions on a monthly basis to maintain the integrity of the district's fiduciary accounts.
- **Banking & Internal Controls:** Execute daily and cyclical internal controls, including "Positive Pay" fraud-prevention workflows for both accounts payable and payroll bank distributions, to securely safeguard district assets.
- **Budgetary & Audit Support:** Provide precise salary matrixes, deduction data, and benefit structures to the CSBO for annual budget construction and act as the primary payroll contact for the district auditor during annual reviews.
- **Taxation & Year-End Processing:** Process all federal and state tax withholdings, quarterly 941s, year-end W-2 generation, wage garnishments, and voluntary employee deductions.

## Human Resources, Benefits & Compliance Management

- **Benefits & Retirement Plan Administration:** Manage and coordinate the district's health, dental, vision, life, and long-term disability programs. Administer the district's Section 125 flexible spending accounts, 403(b) annuities, and 457 deferred compensation plans.
- **Employee Consultation:** Meet with and review the district's comprehensive benefits package, leaves, and payroll structures with new hires and existing staff.
- **Regulatory & ACA Compliance:** Maintain rigorous compliance with federal and state Department of Labor laws, ISBE directives, local Board policies, and Affordable Care Act (ACA) reporting requirements.
- **FMLA Management:** Oversee and document Family and Medical Leave Act (FMLA) compliance, tracking employee leave timelines and coordination of short-term disability benefits.
- **Personnel File Integrity:** Direct the security and maintenance of audit-ready physical and digital personnel files, actively tracking professional educator licensure (PEL) status, qualifications, and credentials for all certified staff.

## Qualifications & Job Requirements

- **Experience:** A minimum of five (5) years of successful, verifiable experience managing complex payroll, benefit, and retirement reporting operations. Direct experience within an Illinois public school district business office is highly preferred.
- **Software Mastery: Demonstrated, hands-on proficiency in Skyward Qmlativ is strictly required.** Highly proficient in Microsoft Excel (data analysis), ISBE IWAS portals (EIS), retirement systems (TRS Gemini/IMRF Employer Access), and Google Suite.
- **Education:** An Associate's or Bachelor's degree in accounting, human resources, finance, business administration, or a closely related field is preferred; exceptional, direct public school district experience will be heavily weighted in lieu of a degree.
- **Knowledge Base:** Comprehensive understanding of the Illinois School Code, public sector fund accounting basics, TRS/IMRF tier structures, and payroll compliance laws.
- **Core Competencies:** Uncompromising ethical standards and discretion; ability to manage multiple strict statutory deadlines independently; superior written and interpersonal communication skills suited for an upscale, collaborative, and professional educational environment.