

## JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

**JOB TITLE:** Payroll/Benefits Assistant  
**REPORTS TO:** Executive Director of Human Resources

**REQUIREMENTS:** Associate's degree or equivalent  
 Minimum of 2-4 years office/payroll/accounting experience  
 Must be proficient with various technology programs such as Excel, Word, online banking and reporting systems  
 Must have basic knowledge of payroll and State/Federal tax laws  
 Position also requires a degree of confidentiality, oral and written communication skills, and organizational skills  
 Experience and/or knowledge of school accounting systems preferred  
 Any combination of experience and education will be considered

**WORK YEAR:** 12-month, full time

### RESPONSIBILITIES/DUTIES

#### **ESSENTIAL JOB FUNCTIONS PAYROLL:**

##### **Payroll Support:**

- Support the entire payroll function as the payroll backup specialist.
1. Manage payroll entry of stipend sheets, substitute hours, and other timesheet submission processes.
  2. Manage year end 1095 and ACA processing.
  3. Manage annual EIS position/salary record submission
  4. Addresses compensation and payroll concerns with employees.
  5. Provides all district personnel with prompt and accurate payroll service
  6. Support all payroll documentation to ensure prompt and accurate payroll processing on a semi-monthly basis, including accurate bank submissions, verifications, timely tax filing, etc.
  7. Support in maintaining employee information forms, makes all employee payroll changes.
  8. Support all payroll deductions and distribute to appropriate vendor (Payroll Liabilities) (403B's, LZEA, Child Support, Liens, and all Medical, Dental, Life, LTD premiums), etc.
  9. Support with billing and reconciliation related to payroll liabilities.
  10. Support with reconciliation and monitoring of all TRS earnings and deductions throughout the payroll year to complete the TRS report of final earnings at fiscal year-end.
  11. Support with balancing and submitting IMRF monthly report and all IMRF reports as necessary.
  12. Support year-end W-2s; checks for accuracy and files all federal, social security, and state taxes.
  13. Assist with required information for annual District financial audit.
  14. Assists with Verifications of Employment
  15. Assist with Public Service Loan Forgiveness Applications

**Benefits Support:**

- 16. Manages Tuition Reimbursement/Salary Lane Advancement process.
- 17. Maintains records for course completion and entry into the HR platform.
- 18. Administer COBRA coverage for all staff (annual notices, eligible coverage, payment collection, etc..)
- 19. Assists with enrolling employees and processes changes in all insurance plans, including medical, dental, life insurance, LTD etc. and coordinates with the District Payroll Specialist.
- 20. Communicate with employees on an ongoing basis about current benefit information, coverage details, and plan information.
- 21. Works in conjunction with the Payroll Specialist and the Benefits Specialist to balance semi-monthly insurance payroll benefit and deductions to the audit spreadsheets and the general ledger
- 22. Provides any assistance between the insurance company and employee as required, facilitates wellness programs/opportunities for staff (i.e. flu shots).
- 23. Sends out staff Exit Surveys to employees that are leaving the district.
- 24. Orders and distributes appropriate insurance information.
- 25. Supports with Open Enrollment process and employee communications.
- 26. Oversees the development of the Staff Newsletter for content and distribution.
- 27. Supports with FMLA, Family Medical, Maternity and Child Rearing leaves, including daily monitoring of time off, communicating with staff, and following up as needed.
- 28. Supports District staff with ordering/processing gifts for bereavement, marriages and newborns.
- 29. Performs other duties as may be necessary and assigned by the Executive Director of Human Resources.

**PHYSICAL REQUIREMENTS**

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

**TERMS OF EMPLOYMENT**

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

**ACKNOWLEDGMENT**

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

