



## PAYNESVILLE PUBLIC SCHOOLS POSITION DESCRIPTION

**Job Title:** Payroll/Benefits Specialist  
**Date Prepared/Revised:**  
**Reports To:** Business Manager

**FLSA Status:** Non-Exempt  
**Department:** Administration  
**Last Classification Review:**

### **Job Summary:**

Under the direction of the Business Manager, the Payroll/Benefits Specialist is responsible for processing and generating the district's semi-monthly payroll including the verification of pay/benefits, making payment to Business Manager, making payments for various withholdings (e.g., taxes, insurance, retirement, etc.); maintaining all aspects of employee, retiree and post-employment benefits including medical, dental, life, LTD, Cobra, flexible spending accounts, HCSP and EAP provisions; updating all employee information, tax, deduction, lane changes, career increments, and other related changes/updates into the master payroll files/schedules.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

### **Supervisory Responsibilities:**

**Direct Supervision:** None  
**Indirect Supervision:** None

### **Essential Duties and Responsibilities:**

- Assists new hires in the onboarding process and processing of employee resignations. Provides information regarding benefit offerings, selection alternatives, costs, and updates selections. Explains COBRA and other benefit provisions relating to resignations.
- Updates all employee information and changes into the master payroll files/schedules.
  - a) Adds new employees, removes terminated employees, updates status changes, leaves, insurance data, lane changes, seniority lists, and 403b, VERB, HSA, flex updates and maintenance.
  - b) Updates all salaries, benefits and deductions at the start of the new fiscal year. Updates extra-curricular salaries and retro calculations, salary settlements, etc., as necessary.
  - c) Answers all employee questions regarding payroll, benefits or related questions.
  - d) Follows data privacy, HIPPA, labor laws, and school policies regarding payroll, and personnel requirements.
- Monitors, processes and generates the district payroll. Duties include but not limited to:
  - a) Manages the Timetracker and Frontline programs/applications. Compiles, verifies, imports and codes all employee timesheets and leave forms.
  - b) Resolves all employee questions regarding payroll issues or discrepancies.
  - c) Enters and inputs all employee timesheet information into the payroll system for payroll processing.
  - a) Runs all computer verifications, proofs, and edits for accuracy.



- b) Calculates and processes all taxes, tax shelters, garnishments and other payroll deductions.
  - c) Imports employee payroll data for substitute payroll processing and recording and tracking of staff leave information.
  - d) Provides Business Manager with all sufficient information to process accounts payable pertaining to payroll.
- Monitors, tracks, and updates contract assignments and/or changes.
  - Compiles, prepares, and submits required GASB reporting.
  - Performs other duties of a comparable level or type, as required.
    - a) Attends and participates in various training sessions, conferences, seminars, district, and departmental meetings.

**Minimum Qualifications:**

Requires a minimum of an AA Degree in Accounting and 3 years accounting, bookkeeping, and payroll processing experience preferably in a school district setting; or an equivalent level of education and experience necessary to perform the requirements of the work.

**Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Accounting functions and district operations pertaining to payroll processing.
- Laws, rules, regulations, and reporting requirements pertaining to payroll/benefit processing, payroll tax, deductions, retiree, and payroll processing.
- Bargaining agreement terms and conditions dealing with salaries, pay rates, and benefits related to payroll processing.
- General office and general administrative procedures and operational requirements.
- Office equipment and typical productivity software, databases or customized systems/applications and processes used within the district for processing payrolls.
- Record retention, record/file/database maintenance requirements.
- Data privacy requirements.

**Essential Skills Necessary To Perform The Work:**

- Explaining written language in collective bargaining contracts pertaining to pay and pay provisions.
- Organizing, storing, and retrieving data from multiple files and sources.
- Applying, learning, and using computer applications and specialized applications in the generation and processing of payroll and benefits.
- Following and applying complex instructions.
- Strong basic math skills.
- Performing related payroll processing functions requiring attention to detail, precision, and accuracy within established deadlines.
- Implementing accounting payroll routines and procedures necessary to administer payroll processing functions and activities.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and the public.
- Interpreting, understanding, and applying rules and regulations applicable to payroll taxes, workers' compensation, unemployment, and benefits.
- Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately.
- Providing assistance to employees concerning payroll and related questions, issues and concerns.

**Work Environment:**

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks



associated with performing the requirements of the job.

**Physical Job Requirements:**

Job is continuously required to talk, hear, sit, and use hands and fingers to handle or feel; intermittently stands, walks, and reaches with hands and arms; occasionally stoops, kneels, or couches. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

