



## Posen-Robbins School District 143 ½

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### JOB DESCRIPTION

## TITLE: PAYROLL/BENEFITS SPECIALIST

### PURPOSE STATEMENT

The Payroll and Benefits Specialist is responsible for the accurate and timely processing of payroll and administration of employee benefits for all district staff. This position ensures compliance with federal and state regulations, collective bargaining agreements, and reporting requirements related to the Teachers' Retirement System (TRS) and Illinois Municipal Retirement Fund (IMRF). The role requires strong attention to detail, confidentiality, and the ability to manage complex payroll and benefits functions in a public-school setting.

### REPORTS TO

Chief School Business Official (CSBO)

### ESSENTIAL FUNCTIONS

- Demonstrate support for the mission, beliefs, and goals of the Posen Robbins School District 143 ½.
- Uphold the established Board of Education policies, regulations, and administrative procedures.
- Interpret and enforce district policies and administrative regulations.
- Assist a variety of stakeholders to ensure the effective operation of the Business Department

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

#### **Payroll Administration**

- Process bi-weekly/monthly payroll for all district employees, including certified, non-certified, and administrative staff.
- Maintain payroll records including salaries, stipends, extra-duty pay, and deductions in accordance with union contracts.
- Review and verify timesheets, attendance records, and leave balances.
- Ensure compliance with Fair Labor Standards Act (FLSA), wage and hour laws, and applicable Illinois statutes.
- Prepare and distribute payroll reports, including earnings, deductions, and reconciliation summaries.
- Coordinate payroll audits and year-end processes, including W-2 preparation and distribution.

## **Retirement System Reporting (TRS & IMRF)**

- Accurately report employee earnings and contributions to TRS and IMRF.
- Monitor employee eligibility, service credit, and contribution rates.
- Prepare and submit required reports and documentation within mandated timelines.
- Assist employees with retirement-related inquiries and documentation.

## **Benefits Administration**

- Administer employee benefits programs including health, dental, vision, life insurance, and other voluntary benefits.
- Manage open enrollment processes, including employee communication and data entry.
- Maintain accurate benefits records and ensure proper payroll deductions.
- Coordinate with benefits providers and brokers to resolve discrepancies and claims issues.
- Process qualifying life event changes (e.g., new hires, terminations, status changes).

## **Compliance and Recordkeeping**

- Ensure compliance with Affordable Care Act (ACA), COBRA, HIPAA, and other applicable regulations.
- Maintain confidentiality of employee records and sensitive information.
- Prepare reports for state and federal agencies as required.
- Assist with internal and external audits related to payroll and benefits.

## **Union and Contract Administration**

- Interpret and apply provisions of teacher and paraprofessional collective bargaining agreements as they relate to payroll, benefits, and compensation.
- Track salary schedules, step increases, and longevity pay.

## **Collaboration and Support**

- Serve as a resource to employees regarding payroll, benefits, and retirement systems.
- Work collaboratively with Human Resources, Business Office staff, and school administrators.
- Provide training or guidance to staff on payroll and benefits procedures as needed.

## **JOB REQUIREMENTS**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Minimum of 3–5 years of payroll and benefits administration experience, preferably in a public sector or school district environment.

- Experience with TRS and IMRF reporting strongly preferred.
- Experience with Skyward HRIS strongly preferred

### **KNOWLEDGE AND SKILLS**

- Strong knowledge of payroll systems, accounting principles, and benefits administration.
- Familiarity with collective bargaining agreements and public-school finance.
- Proficiency in payroll/HRIS systems and Microsoft Excel.
- High level of accuracy, attention to detail, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong communication and customer service skills.

### **OTHER**

- Maintain high standards of confidentiality, attendance, and flexibility while working cooperatively with Building Principals and other employees.
- Maintain required Federal & State Employment Postings for each building.
- Support/assist school staff on questions related to the business office.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data-based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology-based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.
- Any other responsibilities as assigned by CSBO or Superintendent

### **TERM OF EMPLOYMENT**

Twelve months

Salary Range: \$60,000 - \$70,000 (*possibly higher with exceptional experience*)

### **BENEFITS**

Benefits include:

- Paid sick, personal and vacation days
- Medical, dental, vision and life insurance plans
- Illinois Municipal Retirement Fund (IMRF)

### **EVALUATION**

Performance of this job will be evaluated annually by the CSBO in accordance with established procedures for the evaluation of Central Office Staff.