



SALT CREEK SCHOOL DISTRICT #48

Job Description

Job Title: ACCOUNTING, PAYROLL, & BENEFITS SPECIALIST/
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Reports To: Director of Operations and Business Services and/or
Superintendent (or designee)

Approved By: Board of Education

Approved Date: January 19, 2023

QUALIFICATIONS:

- Associates Degree or higher required; Bachelor's Degree in accounting or business preferred.
- 3+ years of related experience in accounting, payroll, and employee benefits in a school district preferred.
- Excellent written and verbal communication skills.
- Accurate data entry skills.
- Proficient use of Microsoft Excel, Microsoft Word, and Google Suite.
- Proficient use of a computerized accounting and payroll system (Skyward Qmlativ preferred).
- Previous office/human resources experience; school district experience preferred.
- High level of discretion and ability to maintain confidentiality.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Accounting

- Assist the Director of Operations and Business Services to prepare for the annual audit (e.g. prepare reports, etc.) by providing supporting documentation and information on internal processes as required.
- Maintain a wide variety of financial information, files, and records (e.g. manual vendor checks, bank statements, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Prepare a wide variety of written materials and electronic financial information (e.g. reports, monthly Board recaps, fund reports, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements.

- Process a wide variety of financial information (e.g. checks made payable to the District, school receipts, annual budget, transfers and life/health insurance benefits for monthly closing, etc.) for the purpose of updating and distributing information, authorizing for action, and complying with established accounting practices.
- Reconcile a wide variety of financial data (e.g. bank statements, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Enter data into and manages Frontline Central and Frontline Education Analytics (formerly Forecast5 Analytics, 5CastPlus, 5Cast, and 5Sight).
- Serve as back-up to Accounts Payable.

Payroll

- Process a wide variety of payroll transactions and materials (e.g. transfers and requisitions, withholding information, employee contributions, substitute personnel file documents, etc.).
- Maintain accurate absence reports within the Frontline and Skyward timekeeping systems.
- Receive and verify employee and substitute time cards.
- Monitoring electronic timekeeping system.
- Prepare accurate payroll checks and/or direct deposit vouchers via the financial system (Skyward).
- Prepare TRS and IMRF pension and service record reports.
- Generate annual W-2s and quarterly tax returns.
- Maintain up-to-date employee profiles in payroll software, including pay records, accounting codes, deductions, benefits, and direct deposit data.
- Maintain the Skyward Qmlativ Employee Management System.
- Maintain and interpret a wide variety of payroll information (e.g. employment agreement rates of pay, substitute payroll, pay and deduction codes in system, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Reconcile payroll account balances (e.g. monthly bank statements, wage attachments, benefits, bi-monthly payroll deductions with company statement, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Monitor assigned payroll activities and/or program components (e.g federal and state taxes, union dues, requisitions, transfers, etc.) for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Prepare a variety of payroll-related functions including W-2 tax statements, IMRF monthly reporting, TRS annual certification, TRS annual/per payroll reporting, quarterly reports for Federal and State 941s, unemployment via *MyTaxIllinois*, bi-

monthly TRS deposits, bi-monthly annuity deductions with company statements, etc. with thorough documentation and record retention.

- Resolve discrepancies with payroll and/or documentation (e.g. payroll, benefit providers, withholding, W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Respond to inquiries regarding payroll procedures (e.g. pay rates, substitute pay, contributions, union dues, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and complying with established federal guidelines.
- *Under the direction of the Director of Operations and Business Services, complete* payroll and related operations for the purpose of ensuring timely and accurate payroll generation and providing assistance with their overall functions and responsibilities.

Human Resources

- Enter data into and manage the Frontline Central personnel management system.
- Maintain the Frontline Recruiting and Hiring applicant management system.
- Support a wide range of human resources functions, including: hiring, onboarding, data, records, and compliance management.
- Maintain personnel files of employee information, including personal data, compensation, benefits, tax data, contracts, attendance, and performance evaluations.
- Post job vacancies internally and externally.
- Coordinate/schedule interviews for employment candidates.
- Provide employment verifications.
- Enroll new employees in appropriate systems/programs (Frontline, Skyward, GSuite).
- Receive student teaching and observation requests.
- Maintain Global Compliance Network with employee names and assignment(s) and monitor fulfillment of requirements.
- Complete EIS Reporting in IWAS

Absence Management/Substitute Coordinator

- Serve as the point person for absences and leave requests.
- Maintain and monitor the absence management system (Frontline).
- Distribute and monitor medical leave paperwork for all employee groups.
- Process and assign yearly leave allocations.
- Enter leave balances (Frontline and/or Skyward).

- Monitor absences and ensure proper use of allocations based on contracts.
- Manage onboarding process for substitutes.
- Maintain communication with school and district administration regarding substitute concerns.

Other Functions:

- Responsible for Skyward financial software security and training of staff.
- Participate in a program of personal professional development related to identified areas of responsibility.
- Perform other related duties, as assigned by the Director of Operations and Business Services and/or the Superintendent (or designee), for the purpose of ensuring an efficient and effective work environment.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 20 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under minimal temperature variations and is generally a hazard free environment.

FLSA Status: Exempt

TERM OF EMPLOYMENT: 12 months – 260 days

EVALUATION: Director of Operations and Business Services and/or Superintendent (or designee)