

TRUMBULL BOARD OF EDUCATION

Trumbull, CT

Payroll and Insurance Supervisor

Job Summary

The Payroll and Insurance Supervisor directs all payroll operations and employee insurance and benefits administration for the Trumbull Board of Education. This position ensures accurate and timely pay for all employees, manages compliance with federal, state, and local payroll law, and oversees health, dental, life, and other insurance programs for active employees and retirees. The Payroll and Insurance Supervisor manages and oversees payroll and benefits support staff, serves as the district's main point of contact for insurance carriers and vendors, and works closely with the Business Office on budget development for salaries and benefits.

Accountability

Reports directly to the Business Administrator. Supervises the Payroll Support Secretary, the Insurance Coordinator, and any other assigned payroll or benefits support staff.

Duties

Payroll Management

- Prepares and processes payroll for all district employees, including certified, non-certified, and substitute staff, on a biweekly or other approved schedule.
- Ensures payroll complies with federal and Connecticut wage and hour law, IRS regulations, and all collective bargaining agreements.
- Reviews and approves timesheets, salary changes, stipends, and other pay adjustments before processing.
- Oversees the district payroll software (currently MUNIS) and maintains accurate employee pay records.
- Prepares and files required payroll tax reports and other local, state, and federal payroll filings.
- Reconciles payroll accounts each pay period and resolves discrepancies.
- Prepares and files W-2 forms, 1095 ACA forms, and quarterly federal and state tax reports, including Form 941 and the CT Department of Labor unemployment report.
- Reconciles and reports monthly contributions to the Connecticut Teachers' Retirement Board, and coordinates with the Town of Trumbull Pension Plan and the Municipal Employees' Retirement System on contributions and reporting.
- Prepares monthly payroll reports.
- Administers supplemental retirement plans, including 401(a), 403(b), and 457 plans, through third-party administrators (currently Pelion and OMNI).
- Processes wage garnishments in compliance with legal requirements.
- Calculates and processes final pay for resignations, retirements, terminations, and unpaid leave, including unpaid FMLA leave.
- Processes payment vouchers for workers' compensation claims as directed. Does not manage FMLA or workers' compensation cases, which remain with Human Resources.
- Prepares payroll-related audit schedules and supports the district's annual audit.
- Responds to Freedom of Information Act requests related to payroll records.
- Provides payroll data to support grant reporting and quarterly grant meetings, and coordinates with Pupil Personnel Services on Medicaid-related payroll data reporting.

Insurance and Benefits Administration

- Supervises health, dental, life, disability, and other insurance programs for active employees and retirees.

- Serves as the primary contact with insurance carriers, brokers, and third-party administrators.
- Manages employee enrollment, changes, and terminations in all benefit plans, including open enrollment, and prepares annual open enrollment rate sheets.
- Oversees COBRA administration and compliance.
- Reviews and reconciles monthly insurance billing for accuracy, and processes insurance deposits.
- Assists the Business Administrator with insurance budget projections and renewal negotiations.
- Ensures that plan changes, costs, and procedures clearly to employees.
- Coordinates payroll deductions for voluntary programs, such as the Trumbull Credit Union and union dues.

Supervision and Staff Support

- Supervises and trains the Payroll Analyst, the Insurance Benefits Specialist, and any other assigned payroll or benefits support staff.
- Reviews the work of payroll and benefits staff for accuracy and completeness.
- Establishes and documents payroll and benefits procedures to maintain consistency and strong internal controls.
- Serves as a resource to building and department administrators on payroll and benefits questions.
- Conducts retirement meetings for non-certified staff.

Budget and Reporting

- Works with the Business Administrator to develop salary and benefit projections for the annual budget.
- Prepares payroll and benefits reports for the Business Office, Superintendent, and Board of Education as requested.
- Analyzes payroll and benefits data to identify trends, cost drivers, and opportunities for efficiency.
- Supports collective bargaining by providing salary and benefit cost data as requested.

Other Responsibilities

- Maintains strict confidentiality of all payroll, benefits, and personnel information.
- Stays current on changes to payroll and benefits law and best practice through professional development.
- Performs other duties as assigned by the Business Administrator or Superintendent of Schools.

Qualifications

Required Qualifications

- Bachelor's degree in accounting, finance, business administration, or a related field. Equivalent experience will be considered.
- Minimum of five years of payroll experience, including at least two years in a supervisory role. School district or public sector experience preferred.
- Strong working knowledge of payroll software systems, preferably MUNIS or a comparable enterprise resource planning system.
- Working knowledge of employee benefits administration, including health insurance, COBRA, and retirement plans.
- Knowledge of federal and Connecticut wage and hour law, tax withholding requirements, payroll reporting, and wage garnishment processing.
- Familiarity with supplemental retirement plans, including 401(a), 403(b), and 457 plans, and their third-party administrators.
- Strong supervisory, organizational, and communication skills.
- Proficiency in Microsoft Office, particularly Excel.

- Ability to maintain strict confidentiality and exercise sound judgment with sensitive information.

Preferred Qualifications

- Certified Payroll Professional (CPP) designation.
- Experience working under Connecticut municipal or Board of Education collective bargaining agreements.
- Experience with the Connecticut Teachers' Retirement System and Municipal Employees' Retirement System.

Physical Requirements

- Ability to sit for extended periods while performing computer-based work.
- Ability to occasionally stand, walk, bend, and reach to file or retrieve records.
- Ability to operate standard office equipment, including computer, telephone, and printer.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Compensation

Recommended salary range: \$100,000 to \$112,000, depending on the candidate's experience with MUNIS, Connecticut retirement systems, and supervisory background. Final salary, benefits, and work year to be determined by the Superintendent of Schools.

This is a twelve month management position, exempt under the Fair Labor Standards Act.

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