



## **Job Description**

**Position Title:** Benefits and Payroll Specialist

**Location:** District Support Center

**Department:** Human Resources

**Reports To:** Senior Manager for Human Resources/Payroll Operations

**Term:** Year-round Position

**Schedule:** Mon-Fri Full-time

**Salary:** Position follows the [2025-2026 Classified Salary Schedule](#) at B235. Starting salary begins at \$24.30 to \$28.05/hour, based on experience.

**Date of last review:** August 2025

**SUMMARY:** The Benefits & Payroll Specialist operates within the Human Resources (HR) department and is responsible for timely and accurate entry and processing of benefits and payroll information for WFPS employees. The Benefits & Payroll Specialist works to provide continual improvements to payroll processes and implement changes that are sustainable, equitable, and compliant. The Benefits & Payroll Specialist serves as a resource to the West Fargo Public Schools (WFPS) district staff by assisting in payroll and benefits-related questions while following applicable district policies, practices, and federal and state laws.

**To Apply:** Please complete the application and include three references.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

#### **Collaboration:**

- Owns preparation, reconciliation, and submission of reporting and billing for HDV, GAP, HSA, and FSA benefits functions.
- Owns processing name and address changes for HDV, GAP, HSA, and FSA in applicable HR system (WEX, etc.).
- Owns liability submissions for GAP, HSA, and FSA.
- Partners with members of the payroll team to ensure timely and accurate payroll delivery.
- Partners with WFPS district staff to communicate payroll & benefit related information.
- Supports Payroll Specialist by serving as back-up for payroll processing and periodically runs bi-weekly payroll.
- Partners with Benefits Specialist on Affordable Care Act (ACA) tracking and annual reporting. Primary ownership is to operate and manage back-end data filing and reporting.



- Assists the HR department in maintaining the employee access portal while monitoring and editing changes and updates on an ad hoc basis.
- Supports HR/Payroll Supervisor to create documents and communication plans and setting up pay and budget codes for summer school staff.
- Supports Payroll Specialist in processing, reconciling, and submitting NDW-R and Federal Exempt forms.
- Develops positive, effective working relationships with learners and staff.

#### *Communication:*

- Owns communicating with outside agencies, such as payroll vendors, to convey required reports and information in a timely and accurate manner.
- Assists New Hires with initial employment paperwork.
- Owns providing payroll and benefit information to WFPS staff and general public by answering questions and requests.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

#### *Compassion:*

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

#### *Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.
- Owns maintaining and monitoring required paperwork of onboarding of New Hires/Re-Hires.

#### *Critical Thinking:*

- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

#### *Reflection:*

- Owns reviewing, and revising as necessary, payroll information prior to release to ensure accuracy and conformance with established guidelines.
- Owns preparing, reconciling, and submitting applicable payroll files to HR systems on a bi-weekly basis.
- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

#### *Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

#### *Responsibility:*

- Owns inputting, editing, and processing payroll information from a variety of sources and ensures end to end payroll processes are conducted with accuracy and efficiency.
- Owns reconciling payroll outputs, balancing payroll figures for reporting, and balancing payroll figures for audit requirements.



- Owns ensuring payroll transactions align with contractual specifications and applicable agreements and policies.
- Owns preparing payroll-related audit materials for HDV, GAP, HSA, and FSA and interacts with auditing agencies on an ad hoc basis.
- Owns managing employees exits in Absence Management, NDPERS & TFFR systems.
- Maintains knowledge of payroll rules and regulations to ensure compliance across the WFPS district.
- Remains current with laws and regulations surrounding employee benefit programs including areas such as health insurance plans, high deductible health plans, health savings accounts, flexible spending accounts, etc.
- Supports Payroll Specialist with employment verifications.
- Partners with Payroll Specialist in maintaining accurate files of payroll and benefit information and time records.
- Partners with Payroll Specialist in maintaining and monitoring a schedule for compliant documentation destruction.
- Supports HR Benefits Specialist by serving as back-up for preparation, reconciliation and submission of monthly reports and payments for COBRA and life and long-term disability insurance.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

***EDUCATION AND/OR EXPERIENCE:***

- Associate degree in business, HR, payroll, accounting, or closely related field OR equivalent related work experience – 2-year(s) minimum is required.
- Knowledge of payroll rules, regulations, procedures, and systems is required.
- Proficiency with Microsoft Excel is required.
- Experience working in an educational environment preferred.
- Experience with payroll processing is preferred.
- Experience with iVisions preferred
- Bachelor's degree in business, accounting, or closely related field is preferred.



## ***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

## ***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

## ***SUPERVISORY RESPONSIBILITIES:***

- None.