

### Payroll and Benefits Analyst

#### Purpose Statement

The job of Payroll and Benefits Analyst is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports; time sheets, spreadsheets, tax payments and reporting; funds distribution; responding to inquiries and requests for data and reports; providing timely and accurate payroll production; and directing assigned employees.

This job reports to Business Manager

#### Essential Functions

- Authorizes and processes monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Compiles statistical and payroll data from a variety of sources for the purpose of providing summaries to other personnel, and ensuring monies are received, withheld, and distributed properly, complying with established guidelines.
- Confers with a variety of internal and external parties (city/state/federal agencies) for the purpose of ensuring accurate payroll processing.
- Coordinates and performs the payroll and benefit sign-up for new employees for the purpose of providing necessary documentation, in compliance with established guidelines.
- Informs other staff and/or outside parties regarding procedural requirements (e.g. coordinating with payroll assistant, etc.) for the purpose of processing transactions accurately and complying with District guidelines and regulations.
- Maintains a wide variety of payroll information, manually and electronically for the purpose of ensuring the availability of documentation and complying with established policies and regulatory guidelines.
- Manages direct deposit of employees' paychecks (e.g. performing pre-notes, etc.) for the purpose of ensuring the direct deposit function is completed accurately and in a timely fashion.
- Monitors assigned payroll activities and/or program components (e.g. employee ID system and software, time clock system, payroll information and data, etc.) for the purpose of updating information and ensuring accuracy in compliance with established financial, legal and administrative requirements.
- Oversees assigned payroll personnel (e.g. payroll assistant, sub secretary, etc.) for the purpose of enhancing productivity of staff and ensuring the accuracy of the payroll process.
- Prepares a variety of payroll related documents (e.g. retirement plan transfers, payroll register, stop payments, non-District payments to insurance companies., etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Prepares required reports and deposits (e.g. 941 federal tax, unemployment, Workers' Comp, Dept. of Labor, Wyoming RAIN payments, employee leave processes, payroll, medical documentation, FMLA, 1095C, etc.) for the purpose of ensuring accurate compensation and compliance with state and federal regulations.
- Presents to unit meetings, in-service training, workshops (e.g. New Teacher Orientation, retirees, etc.) for the purpose of conveying and gathering information required to perform job functions.

- Processes a wide variety of insurance documents and materials (e.g. department drops and adds, plan changes, life insurance claims, etc.) for the purpose of disseminating information to appropriate parties.
- Processes a wide variety of payroll documents and materials for the purpose of disseminating information to appropriate parties.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and benefit information or documentation for the purpose of ensuring accuracy of records and employee payments.
- Responds to written and verbal inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information for the purpose of ensuring accuracy of payroll and insurance records.
- Supports the Business Manager for the purpose of providing necessary Payroll and Benefits processes.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; problem solving, excellent written and spoken communication skills; applying District, State and Federal policies in bookkeeping/accounting processes; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; required reports; salary tables; insurance terminology; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; solving problems; organizing and implementing payroll and benefit processes; and working as part of a team with detailed information/data and frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

Meets Continuing Education Requirements

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

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