

Payroll and Benefits Assistant

Purpose Statement

The job of Payroll and Benefits Assistant is done for the purpose/s of providing support to the payroll processes at multiple District sites, with specific responsibility for processing of payroll information in accordance with established practices and procedures; reviewing source documents and preparing preliminary and final reports; and responding to employee questions relating to payroll processes.

This job reports to Business Manager

Essential Functions

- Assists Business Manager and auditors (e.g. payroll, benefits, and accounts payable information, etc.) for the purpose of providing necessary information.
- Assists with preparing reports for the purpose of providing written support to ensure accurate representation of leave reporting and balances for the district.
- Collects payroll information related to work assignments (e.g. timesheets for all District sites; benefit options chosen by employees, etc.) for the purpose of providing accurate documentation to ensure employees receive appropriate benefits and salary.
- Coordinates optional insurance programs for the purpose of providing other insurance opportunities for employees.
- Maintains payroll information, files and records, employee on-boarding/off-boarding information in district HRIS for the purpose of ensuring the availability of documentation and complying with established policies and regulatory guidelines.
- Manages creation and transmission of monthly disbursements of retirement and nondistrict benefits programs for the purpose of ensuring correct disbursements and accurate reporting in compliance with program requirements.
- Processes payroll related data (e.g. time sheets, withholding information, year-end pay-out and terminations for teachers and employees, salary verification, accounts reconciliation, etc.) for the purpose of updating and completing payroll information in compliance with established payroll practices.
- Researches discrepancies of payroll data (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, salary schedule placement status, benefit eligibility, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to written and verbal inquiries (e.g. applicants, current employees, previous employees, etc.) for the purpose of providing information and direction.

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 single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and payroll processing; computer operations and systems; District, State and Federal regulations; and insurance concepts and terminology.

ABILITY is required to schedule activities, meetings, and/or events; often 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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant 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 individual; organizing payroll/benefit processes; adapting to necessary procedural changes; solving problems; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; working overtime; and working with detailed information/data.

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, 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 is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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