**Human Resources Manager/Payroll**

Reports to – Superintendent

To provide assistance to complete all required tasks to implement and maintain payroll, health insurance, benefits; all local, state, and federal taxes; workers compensation, employee, employment verification, and retirement.

**PERFORMANCE RESPONSIBILITIES**

1. Perform payroll process: gathering time and attendance, tracking extra duty, entering payroll information into MUNIS, transferring the direct deposit file to banking institution.
2. Maintain all sick, personal and emergency day requests.
3. Maintain all employees’ deductions and process payroll billing.
4. Assist employees with health benefits and dependent care FSA’s. Enter and maintain employee’s health benefits into the KHRIS system and maintain health insurance files for employees.
5. Perform insurance file transfers through the KHRIS and MUNIS systems in a timely manner.
6. Complete and balance all health insurance remittance files and forward payment to Frankfort.
7. Handle open enrollment for health insurance.
8. Assist third party administrator with dental, vision, both short term and long term disability, additional life coverage, etc.
9. Pay all Federal, State and local taxes
10. Process all new and existing employee contracts.
11. Handle all requests for verification of employment for other school districts and financial institutions.
12. Handle all court ordered garnishments and court ordered child support payments.
13. Assist in processing W2’s
14. Assist in processing 1095’s and ACA Reporting.
15. Complete retirement reporting and billing monthly and annually.
16. Review new employees’ files to ensure they have completed the proper paperwork and have the required documentation.
17. Handle all employee issues related to Cobra, FMLA and Disability Claims.
18. Handle worker comp claims.
19. Any duties as requested by the Finance Officer or Superintendent.

**PHYSICAL DEMANDS**

Be able to meet short time lines and complete stressful tasks; must be able to travel from building to building daily; must be able to work in all office settings in the District.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Ability to implement tax laws, regulations, and procedures

3. Communication skills

4. Have experience in general office duties and computer software such as Microsoft Office

5. Have experience in general accounting duties

6. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 30, 2012

 Board Chairperson Revised: April 24, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee