

TITLE: Payroll and Benefits Coordinator

QUALIFICATIONS:

- High School Diploma or equivalent required. Associates Degree in Business or equivalent training preferred.
- Computer Literate.
- Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

REPORTS TO: Director of Finance

GOAL: To support the District in ensuring accurate and timely payroll processing and other facets of payroll and human resources benefits administration.

PERFORMANCE EXPECTATIONS:

- Preparation and payment of the semi-monthly payroll in a timely manner.
- Preparation of all timecard data to submit for payroll processing.
- Accurate general ledger coding of all payroll transactions.
- Responsible for ensuring current employees are input into the computer.
- Process payroll tax filings with IRS and Local Agencies monthly, quarterly and annually.
- Adhere to all company policies and procedures in the payroll process.
- Reconcile and pay all benefit billing each payroll period.
- Process New Hires and Terminations in a timely manner.
- Maintain all employee files (Personnel, Medical, Training/Safety, i-9's, DMV, etc.)
- Be knowledgeable of all reporting required per State Guidelines and Audit.
- Responsible for maintaining all payroll and benefit records, reports, including PSD/CSD and CERS/START.
- Identifies problem areas and recommends solutions in payroll/personnel procedural practices.
- Responds to questions and complaints regarding payroll; resolves problems by performing qualitative reviews.
- Calculates and maintains accurate records related to personnel activities, such as vacation or sick leave accrual, rates of pay for varying terms, and overtime dollars or compensation earned.
- Prepares and processes forms for automatic payroll deductions such as insurance, garnishments, and tax deferred investments.
- Processes and tracks claims for short-term and long-term disability, injury leave, FMLA and worker's compensation.
- Assist employees with benefit enrollment and answer employee's questions regarding benefit insurance programs, retirement group insurance, and workers' compensation.
- Maintain and adhere to strict confidentiality and professionalism.
- Any other duties as assigned.

KNOWLEDGE OF:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technology applications and skills

ABILITY TO:

- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Maintain routine records and implement procedures effectively.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Maintain confidentiality.

TERMS OF EMPLOYMENT: Length of contract, wage rate, and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name: (please print) _____

Reviewed and agreed to by: _____ Date: _____
Employee Signature