



## POSITION DESCRIPTION HASTINGS PUBLIC SCHOOLS

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Payroll Benefits Supervisor	<b>Department:</b> Business Services	<b>Bargaining Unit:</b> Individual Contract
<b>Immediate Supervisor's Position Title:</b> Director of Finance and Operations and Director of Human Resources	<b>FLSA Status:</b> Exempt	
<b>Job Summary:</b>  Under the direction of the Director of Business, the Payroll Benefits Supervisor is responsible for providing professional, accurate and timely payroll and benefit services to employees of the school district. Responsibilities include supervising and monitoring the preparation and submission of payroll, retirement, tax and related reports/forms/filings; payment of all payroll liabilities, reconciliation of all general ledger payroll liability account balances; enrollment of employees in benefit plans/elections; coordinates and oversees COBRA participants, and assists in audit procedures by preparing payroll work papers.		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Supervises the daily activities and operations of staff engaged in the processing of payroll and deductions, payment of all related liabilities, the administration of employee benefits..</li> <li>• Reviews, interprets and implements new and existing district policy and governmental regulations relating to payroll, benefits, leave and retirement.</li> <li>• Recommends contract language changes that directly impact payroll/benefit procedures and methods.</li> <li>• Recommends and implements improvements and enhancements to payroll/benefit systems and procedures.</li> <li>• Supervises and provides support in the generation and processing of district payroll operations to ensure the integrity and accuracy of the payrolls and payroll accounting system             <ul style="list-style-type: none"> <li>a) Analyzes and audits data for accuracy and reasonableness.</li> <li>b) Plans, assesses and directs the collection and gathering of payroll information.</li> <li>c) Sets up and changes payroll database and master schedule(s), as needed.</li> <li>d) Provides training for staff on the use of the PR/HR system and district employees in the use of SmarterR, TC+ and Aesop.</li> </ul> </li> <li>• Prepares, files, reconciles and submits various payroll, retirement and tax reports and filings (e.g. TRA/PERA, W-2's, 1099's, 941, LCTS and unemployment payroll reports,, etc.). Collaborates and works with the IRS/TRA/PERA in solving disputes, submitting affidavits and ensuring information reported is accurate.</li> <li>• Insurance / Benefits             <ul style="list-style-type: none"> <li>a) Orients and responds to employee questions regarding pay and benefit programs.</li> <li>b) Coordinates regular meetings of the District insurance committee, including communication of updated information to staff and Board.</li> </ul> </li> </ul>
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- c) Calculates severance payments and prepares packet information for retirees. Meets with groups to review severance information.
- Serves as a contact and liaison for retirees regarding health, dental, life, 403b and health care saving plan questions and issues.
  - a) Responsible for the annual open enrollment process for all district insurance benefits.
  - b) Manages and coordinates COBRA provisions and activities.
  - c) Completes monthly benefits tie-outs and self-billings
- Completes quarterly budget updates for payroll and benefits.
- Reconciles and verifies all general ledger payroll liability account balances for accuracy. Assists in the annual audit by preparing payroll account work papers.
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional assistance to district personnel in areas of expertise and knowledge.
  - b) Attends training sessions, conferences, seminars, district and departmental meetings.
  - c) Keeps abreast of changing developments, trends and technologies pertaining to job responsibilities.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Bachelor's Degree	
1 year college		<b>Major field of study or degree emphasis:</b> Accounting, Finance, Business Administration or related area.	
	2 years college		
3 years college	x 4 years college		
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of relevant laws, statutes, rules or guidelines pertaining to payroll, benefit administration and accounting practices and procedures.</li> <li>• Knowledge of general fundamentals of employee supervision and HR guidelines and principles pertaining to employee supervision and evaluation.</li> <li>• Knowledge of district administrative policies and procedures and practices.</li> <li>• Knowledge of accounting procedures, UFARS, and operations involved in the processing and generation of payroll and benefits.</li> <li>• Knowledge of employee contracts and in interpreting provisions as it pertains to the processing of payroll, deductions and benefits.</li> <li>• Knowledge of business productivity software and financial/accounting software (e.g. Smart Finance/HR).</li> </ul>	
2nd year graduate level			

**Required Work Experience in Addition to Formal Education/Training:**

Minimum of 1 years experience in school finance, accounting or payroll.

**LICENSE/  
CERTIFICATION****Identify licenses/certification required:**

Requires a valid driver's in the State of MN.

**ESSENTIAL SKILLS  
REQUIRED TO  
PERFORM THE  
WORK****Skilled in:**

- Applying and using computer applications in the generation and processing of payroll and benefit related reports.
- Leading, monitoring, training and supervising payroll/benefit support personnel.
- Planning, implementing and determining the routines and procedures necessary to administer payroll and benefits processing functions and activities.
- Interpreting benefit and payroll provisions of labor agreements.
- Administering Cobra, FMLA, LTD, and Workers Compensation provisions and activities.
- Establishing and maintaining effective working relationships employees, supervisors, department heads, officials, and the public.
- Performing payroll requirements and responsibilities in accordance with established time frames, reporting deadlines and requirements.
- Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately.
- Preparing required state, federal and county payroll reports.
- Skilled in providing assistance to employees and managers concerning payroll, benefits and retirement questions, issues and concerns.
- Skilled in identifying operational issues, solutions, procedures or enhancements to improve the processing or accuracy of payroll generation or in meeting changes in legislative requirements or rules.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Payroll Specialist	1
	<b>TOTAL</b>	1

**INDIRECT SUPERVISION:****Number of employees indirectly supervised:****Total:****HAZARDOUS WORKING  
CONDITIONS****Unusual or hazardous working conditions related to performance of duties:**

This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 6/2007 by BCC.

Updated 6/2018

Updated and reviewed by Bjorklund 8/2021

**Date Board Adopted:** 6/20/2018