



HASTINGS PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Title: Payroll / Benefits Specialist

Department: Finance

FSLA Status: Non-Exempt

Bargaining/Work Unit: Unaffiliated

Reports To: Payroll/Benefits Supervisor

Band/Grade: 10

Position Last Updated: 11.3.23

JOB SUMMARY

Responsible for the generation of the district payroll including such things as preparing and submitting payroll, federal/state withholdings, pension, processing benefits enrollments, employee payroll and benefits deductions. Also assists employees with payroll and benefits questions.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll

Percent of Time: 75%

- Verifies, enters, calculates and generates district payrolls, including such things as:
 - Updating and distributing employee timesheets; verifies codes, rates, and approvals on all timesheets
 - Verifying and entering gross earnings for employees; creates general ledger and imports file to finance and posts
 - Updating federal and state withholding deductions, pensions, and miscellaneous deductions on the payroll system
 - Printing checks and direct deposit notices; distributes payroll checks.
 - Setting up and maintaining employee master schedules and files in payroll system.
- Assists Payroll/Benefits Supervisor with the calculation of special payrolls, ensuring their accuracy and timeliness (e.g. severance payments, retroactive pay, etc.)
- Calculates, processes, and maintains payroll records and files for child support, garnishments, union dues, voluntary deductions.
- Processes and reconciles all payroll liability payments; prints checks and reports and submits to vendors.
- Files annual reports as required (e.g. TRA and TSA annuitant)
- Communicates with employees and responds to questions related to payroll.
- Assists with interpreting contract provisions that may impact payroll/benefits.

Benefits

Percent of Time: 20%

- Assists with the annual open enrollment process for benefits.
- Processes and reconciles employee benefit enrollments and changes.
- Communicates with employees and responds to questions related to benefits.

Special Projects/Other Duties

Percent of Time: 5%

- Stays abreast of changing laws and requirements related to work.
- Performs other job-related duties as requested or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- A current working knowledge of applicable federal and state laws, regulations, and policies/procedures related to payroll, benefits, and records management/retention.
- Working knowledge of Payroll functions and effective workflow management and practices.
- Knowledge of and the ability to accurately apply bookkeeping procedures and troubleshoot and resolve bookkeeping problems.
- Working knowledge of District bargaining agreements and terms and conditions of employment.
- Demonstrated exceptional customer service skills including outstanding conflict resolution, responsiveness and follow through.
- Ability to work cooperatively with others, in a manner that builds respect and teamwork.
- Highly developed interpersonal skills, including listening, communication, and presentation of information.
- Ability to effectively communicate through a variety of mediums.
- An ability to work purposefully, confidently and independently within authority and responsibility parameters of the position under minimal supervision.
- High tolerance for stress and the ability to handle multiple and changing priorities, from a variety of sources.
- Demonstrated ability to anticipate and solve problems.
- Consistent accuracy and completeness, with attention to detail, and the ability to meet tight and sometimes conflicting deadlines.
- The skill and ability to maintain assigned databases and draw requested data into report form as needed.
- Ability to research data sources, answer particular data questions, and respond to multiple requests in a timely and accurate manner.
- Ability to analyze, summarize, and clearly communicate and manage data through various electronic means.
- Knowledge, skill, and ability to effectively support information requests in a timely and accurate manner based on an accurate and complete understanding of the District's bargaining units and negotiations processes.
- Excellent organizational, planning, and time management skills, and an ability to provide clear, correct answers and direction to others.
- The ability to maintain the security and privacy of information, transactions, and discussions of sensitive issues/topics.

EDUCATION/CERTIFICATION REQUIREMENTS*

- Associates degree in accounting, finance, or related field.

EXPERIENCE REQUIREMENTS*

- Three years of experience directly related to processing payroll.
- Experience in a school setting preferred.
- Extensive experience using a wide variety of computer databases, spreadsheets and word processing programs.

* Such alternatives to the above qualifications as the District may find appropriate and acceptable.

PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job.

Physical Job Requirements:

<i>Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)</i>					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	N	Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.