



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Payroll/Employee Benefits Coordinator

Position Type: Exempt	Department: Payroll/Employee Benefits
Salary Schedule: Exempt	Reports to: Payroll/Employee Benefits Director
Salary Range: 5	Location: District Office
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Works under general supervision of the Payroll/Employee Benefits Director. Relies on experience and judgment to plan and accomplish assigned tasks and goals. Performs a variety of tasks associated with control of fiscal transactions and maintenance of books and accounts in the organization's payroll and employee benefits systems. May serve as a resource to others in the resolution of complex problems. May assist with the training of lower level employees. Maintains confidentiality of payroll files and other employee information. Answers employees' questions and records employee enrollment in benefits and group insurance programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Compiles payroll data such as hours worked from automated or individual time cards to computerized payroll system, including employee name, days worked, overtime earnings if any, date, gross pay and required withholdings such as federal, state, retirement and social security to net earnings. Record insurance, union dues, and other voluntary deductions such as flexible spending accounts, tax deferred and shelter annuities, home, auto, long term care, legal services and short term disability to employee records.
- Assists with the coordination of the Workers' Compensation process, injury reports, 101's, and return to work employee status.
- Assists Director with contract process and professional growth.
- Coordinates and maintains addenda process.
- Assists with journal entries.
- Verifies and records lost/returned checks and authorizes the cancellation with the Maricopa County Treasurer's Office.
- Assists with the coordination and presentation of materials for employee orientation meetings and training of Kronos editors.

- Assists with the interviewing process of new employees.
- Assists with the implementation of the Payroll process in the absence or at the request of the Payroll/Employee Benefits Director by running payroll preliminaries, Kronos updates, and the final payroll.
- Adds and maintains codes in district's general ledger system for payment process.
- Prepares reports of earnings, taxes, and deductions to federal/state agencies. Reports include IRS-941, A1-QRT Arizona Dept. of Revenue, Department of Economic Security, and the Department of Labor.
- Prepares bi-weekly deposits for Federal Taxes, Medicare, Social Security and Arizona State Taxes.
- Assists with preparations and coordinates paperwork with the Maricopa County Superintendent's Office for garnishments/levies.
- Coordinates the processing of special issue checks by calculating, printing and recording with the Maricopa County Treasurer's Office.
- Updates leave hours from sub system to payroll system.
- Assists with the labor levels, work rules, pay rules, codes, positions, supervisor set-ups, leave accruals, finalizes employee deletions and sets up access profiles in the automated timekeeper system.
- Initiates the download of information from the automated timekeeping system to post hours into the payroll system to facilitate the processing of the bi-weekly payroll.
- Initiates automated timekeeping system updates, downloads, discards, and makes changes in the system as necessary to keep it updated.
- Maintains the Payroll insurance checking account by preparing deposits, issuing/printing checks and balancing account.
- Assigns codes to vouchers according to budget number, distribution of accounts, fund codes, transfers, expenditure corrections and other factors, as specified in the Uniform System of Financial Records (USFR).
- Prepares and distributes paychecks, insurance information, & W-2s.
- Documents employee insurance information and maintains high level of confidentiality in accordance with HIPPA and COBRA laws.
- Assists with the process of disability claims for employees; lost time, short term, long term including medical leave assistance.
- Maintains retiree insurance records by reconciling monthly with the Arizona State Retirement System.
- Compiles information, verifies and completes Arizona State Retirement forms for employee retirement and insurance subsidy.
- Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.

- Answers questions regarding benefits such as pension and retirement plan, and all employee group insurance benefits such as life, hospitalization, and Workers' Compensation. Explains insurance benefits to employees and instructs them in completing forms. Verifies that forms are returned and properly completed.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises and coordinates clerk duties.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability to type 40 wpm.
- Must be proficient with a 10-key calculator.
- Must have accounting skills.
- Must have a basic knowledge of computers.
- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.

- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Must have one year certificate from a college or technical school, or high school diploma and 12 plus months' related experience and/or training; or equivalent combination of education and experience.
- Work experience in payroll and insurance desirable.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.