



JOB DESCRIPTION

JOB TITLE: **Payroll and Employee Benefits Director**

Position Type: Exempt	Department: Fiscal & Business Services
Salary Schedule: Exempt	Location: District Office
Salary Range: 8	Reports to Deputy Superintendent for Fiscal & Business Services
Term of Employment: 12 months	Date: February 9, 2018
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Directs the day-to-day operations of the Payroll and Employee Benefits Department associated with control of fiscal transactions and maintenance of books and accounts in the organization’s payroll and benefits systems. Assists the Deputy Superintendent for Fiscal & Business Services in implementing and administering organizational policies approved by the Governing Board and statutory requirements and regulations governing district employees.

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:

- Manages and oversees the preparation of biweekly payrolls.
- Manages employee benefits, including early retirement, Special Pay Plan, employee wellness, Cobra and ACA; and develops programs for record keeping as well.
- Manages the district’s Workers’ Compensation and acts as liaison with the Workers’ Compensation company.
- Manages the issuance of employee contracts.
- Manages the Wellness programs, flu, mammograms and Health & Wellness Fair.
- Manages unemployment and acts as liaison with the unemployment company.
- Manages the issuance of W2’s and 1095-C’s.
- Manages all voluntary deductions.
- Oversees the preparation of monthly insurance payments.
- Oversees garnishments and levies.
- Coordinates tax reports, monthly and quarterly.

- Represents the district with external agencies and auditors and acts as a liaison.
- Oversees the deposits to federal, state, and social security taxes.
- Oversees the submittal of deductions and payments to the Arizona State Retirement System.
- Oversees the payment and recordkeeping for substitute employees.
- Maintains the maintenance of sick leave, vacation leave and compensation time records.
- Oversees employment for employees for outside agencies.
- Oversees all groups of employee's contracts and addenda, both full and prorated.
- Maintains payroll coding system and makes corrections when necessary.
- Assists with the development of salary schedules for all employee groups.
- Assists in the preparation and monitoring of budget involving salary.
- Assists with the revision and implementation of policy regarding payroll and benefits.
- Monitors and approves all payroll vouchers for Governing Board presentation.
- Acts as liaison with group insurance companies to ensure accurate rate, handling of claims, etc.
- Oversees input of payroll into district's financial systems for budgets.
- Provides recommendations concerning modifications to payroll and insurance forms, hard and soft copy.
- Provides effective and efficient processing in order to provide accurate record keeping.
- Supervises, trains and evaluates all assigned personnel.
- Develops budget for department.
- Analyzes needs and provides for in-service and training for staff.
- Chairs the Employee Benefits Committee, Safety Committees.
- Is the authorized signator of the insurance account.
- Provides information and reports as necessary to the Deputy Superintendent of Fiscal Services.
- Develops and maintains appropriate records and procedures in conformance with the USFR.
- Acts as liaison for the Valley Schools Employee Benefits Group, Arizona State Retirement System, SS administration, IRS, State Department and Department of Labor.
- Handles difficult and sensitive matters.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

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:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the 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.
- Must have a basic knowledge of computers.
- 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.
- Self-motivated, takes initiative.
- 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:

- Bachelor's Degree (B.A.) from a four-year college or university or at least five years related experience with responsibilities requiring a broad knowledge of school district's Payroll principles, Employee Benefits, Wellness and Workers compensation with a similar size employer.
- Working knowledge of federal/state laws that govern benefits management; ASRS, Cobra.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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.

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.