

Twin Falls School District #411

Job Description

Job Title: Payroll Specialist
Department: Human Resources
Reports To: Human Resources Director
FLSA Status: Exempt, 12 month year, salary as per classified supervisor's salary schedule, .83% vacation days/month yrs 1-6; 1.25 vacation days/month 7+ yrs, 1 sick day month, 3 personal days annually
Prepared By: Human Resources Department
Prepared: 01.14.2019
Approved By:
Approval Date:
Supervises: Payroll Assistant

JOB GOAL

Under direction of the Human Resources Director, assures the smooth and efficient operation of the District's payroll services program. Assist in a positive manner to comply with state and federal laws.

QUALIFICATIONS (minimum)

- Associate's degree or four to ten year's related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees.
- Consistently ethical behavior and the ability to maintain strict confidentiality are essential.
- Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic.
- Strong interpersonal and communication (verbal and written) skills.
- Ability to calculate figures and amounts pertaining to payroll operations. Understanding of budget and finance.
- High level of skill and efficient use of database, spreadsheet, and word processing programs.
- Ability to analyze varying payroll scenarios and determine accurate results.
- Maintain cooperative relationships with those contacted during the course of work and deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Ability to work with minimal supervision.

ESSENTIAL DUTIES include the following (or other duties assigned by the Superintendent or Board).

Employment Responsibilities

- Processes district payroll data and salary records for all district employees and maintains accurate, up-to-date files of all employee payroll and benefits information.
- Prepares, verifies and distributes payroll and payroll-related checks.
- Balances payroll and withholding accounts.
- Distributes payroll deductions in compliance with local, state and federal statutes.
- Updates payroll system with new insurance premiums annually.
- Ensures tax schedules are accurate in the district's payroll system.
- Supervises reports of substitute teachers for payment of days worked.
- Maintains a current listing of employees participating in district health insurance, files all required reports and enrolls new members as needed.
- Schedules annual insurance workshops for retired employees.
- Records and tracks all types of leave for all district employees.
- Maintains CTE and ARTEC data and gathers information to formulate related reports.
- Enrolls new members and records information needed for the state retirement program.
- Assists members who wish to retire with the state's retirement process, providing counseling about the process and assisting with the processing of required paperwork.
- Coordinates with state retirement system to schedule informative workshops for employees.
- Files death claims with appropriate benefits contacts as required.
- Receives and extends time cards for classified personnel.
- Processes and tracks sick leave bank requests.

- Serves as the Benefits Coordinator for the district, processing employee benefit elections and changes and coordinating with associated benefits vendors.

Compensation Responsibilities

- Assists the HR Manager in maintaining/updating district certified, classified, and administrative salary schedules.

Compliance Responsibilities

- Assist in ensuring that district personnel record keeping is in compliance with state and federal guidelines.
- Process claims related to workers compensation.

Reporting Responsibilities

- Prepares and submits required reports: retirement, IRS, W-2's, ACA, 1094's, 1095's, etc.
- Works with benefits vendors to provide necessary reports including health, dental, life and vision insurances, American Fidelity, etc.
- Responsible for filing quarterly unemployment reports, multiple worksite reports, and annual workers' compensation reports.

Supervisory Responsibilities

- Supervises Payroll Assistant in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning, and directing work; and appraising performance.

PHYSICAL DEMANDS (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EVALUATION

Performance of this position will be evaluated by the Human Resources Director in accordance with the Board's policy on evaluation of administrative personnel.

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an "at will" position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment "at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

Date

Employee Signature