Sparta Area School District

Article 227 - Specifications for Payroll and Benefits Specialist

QUALIFICATIONS:

1. Minimum two-year degree including training in the areas of payroll, accounting, and benefits.
2. Ability to communicate effectively orally and in writing.
3. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive, professional, and maintain confidentiality at all times.
7. Ability to relate and work well with district staff and the public.
8. Experience in using payroll and financial software.
9. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
10. Ability to work effectively and efficiently in an unsupervised environment.
11. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
12. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.

REPORTS TO:

Director of Business Services.

The Payroll and Benefits Specialist should communicate problems or concerns to the Director of Business Services. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Director of Business Services. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. Smooth, efficient, and accurate operation of payroll and benefits.
2. Help create a positive impression of the Business Services Department of the Sparta Area School District.

**PERFORMANCE RESPONSIBILITIES:**
*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

1. Organize, explain, and collect payroll and benefit information for all new employees.

2. Establish employee records, pay records, benefit records and deduction records for processing of payroll.

3. Process pay records for contracted, hourly, co-curricular, temporary and other types of pay.

4. Process and reconcile payments for insurances and other elective and non-elective payroll deduction and benefit programs.

5. Answer employee questions relating to payroll, deductions, benefits, and time off.


7. Submit electronic payment for payroll deductions including federal and state taxes and flexible spending account.

8. Set up, process, and maintain employee direct deposit information.

9. Organize, maintain, and process ordered deductions for garnishments, child support, and related items.

10. Review entered leaves to ensure district compliance with contract, FMLA, and other appropriate standards.

11. Assist with payroll processing for dock pay/pay deducts.

12. Respond timely to credit verifications, Badger Care Forms, and other appropriate information requests.

Legal Reference:

Cross Reference:

Approved: August 22, 2006

Revised