

**LORAIN CITY SCHOOLS
JOB DESCRIPTION**

Title: Payroll and Benefits Specialist

Department: Treasurer's Office

Reports To: Treasurer (or Designee)

Salary Grade: NonRepresented Paraprofessional Salary Grid

- Level II-C with High School Diploma or Equivalent
- Level III-C with Associate Degree or Higher; area of concentration in Accounting

Date: Effective July 1, 2013

Board Approval Date: June 11, 2013

JOB SUMMARY: The employee in this job should be able to properly process both payroll and benefits information related to the employees of Lorain City Schools and/or employees in the Ohio Retirement Systems which service and support Lorain City Schools, and are required by law to be monitored by Ohio school systems.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent. Associate degree in Accounting or Business preferred.
- Knowledge of Ohio Revised Code and Federal Payroll law preferred.
- Computer literacy, basic typing and clerical skills.
- Working knowledge of Microsoft Office products (Excel, MS Word).
- Working knowledge of Windows based software along with ability to learn new software packages as required.
- Ability to handle sensitive, confidential information.
- Able to perform multiple and/or technical tasks.
- Ability and work ethic to occasionally upgrade skills in order to meet changing job conditions.
- Ability to maintain accurate and auditable records.

Payroll and Benefits Specialist (continued)

ESSENTIAL JOB FUNCTIONS:

- Entry of various payroll related items (timecards, pay memorandums, employee information, etc.) into computer system.
- Payroll balancing.
- Process payroll and post into software data base systems.
- Print payroll related checks (payroll, deduction checks, etc.).
- Process employee garnishments according to state and federal laws.
- Process the collection of all taxes (Federal, State, Local).
- Complete employment verifications.
- Process attendance report information.
- Process information related to employee retirement systems (STRS, SERS, Social Security, etc.) including Surcharge and Advance report.
- Process information related to Life Insurance.
- Complete bi-weekly, monthly, quarterly, annual processes and associated reporting for local, state and federal government entities.
- Prepare information related to annual audits.
- Other duties as assigned.

WORKING CONDITIONS: While performing this job, employee must be able to use a computer keyboard, calculator and telephone.

TERMS OF EMPLOYMENT:

- Non-Exempt, Twelve month position.
- Compensation commensurate with education and experience level and per Board of Education policy.

EVALUATION: As determined by Board Policy.

The information contained within this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Additional duties will be performed by the individual holding this position and additional duties may be assigned in the future.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.