

CHARDON LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: PAYROLL AND BENEFITS COORDINATOR

POSITION OVERVIEW:

Conducts the general duties as pertinent to payroll and personnel office operations. The Payroll and Benefits Coordinator shall practice the following:

1. Perform duties assigned by the Treasurer/Superintendent.
2. Maintain good relations with the public and staff.
3. Ability to be trustworthy and practice confidentiality.
4. Maintain neat and well groomed appearance.
5. Ability to quickly adjust to changes.
6. Shall be a 12 month, 8 hour per day assignment, regularly scheduled Monday through Friday.

QUALIFICATIONS:

1. EDUCATION: A minimum of 12 years of education or the equivalent preferred. Shall meet testing and eligibility requirements.
2. EXPERIENCE:
 - A. Sufficient ability to manage an office environment.
 - B. Must have working knowledge of accounting procedures, the Uniform School Accounting System, word processing, data processing and other related business technology and machines.
 - C. Sufficient ability to write and communicate in proper English.
 - D. Ability to communicate and deal with people in a congenial and positive manner.
 - E. Demonstrate ability to satisfactorily perform Items 1-6 under "Position Overview."
3. PHYSICAL:
 - A. Sufficient ability to hear the conversational voice, with or without hearing aid, is required.
 - B. Sufficient ability to see and read newsprint with or without corrective lenses.
 - C. Sufficient ability to speak and be understood under normal circumstances.

- D. Sufficient use of arms, hands, legs, and feet with or without corrective devices to accomplish the job.

DUTIES ASSIGNED BY:

Treasurer, with input from the Superintendent

EVALUATOR:

Performance of this position will be evaluated annually by the Treasurer, with input from the Superintendent, in accordance with the provisions of the Board's policy on Evaluations.

RESPONSIBILITIES AND SPECIFIC DUTIES:

1. Receive teacher absence forms from all buildings and pay substitutes accordingly.
2. Receive time sheets from all buildings for hourly personnel; check time sheets for accuracy, for proper signatures of administrators, and for proper reporting of personal days, vacation, and sick leave.
3. Receive and validate leave requests of employees for sick leave, personal leave, and vacation; cross reference such leave request sheets with time sheets.
4. Prepare payroll worksheets from time sheets and absence reports in a timely and accurate manner so that payroll checks will be available on designated paydays.
5. Maintain employee files so that proper deductions will be made from each check (taxes, annuities, dues, retirement, credit union, insurance, etc.).
6. Prepare agency checks and maintain proper records for the payment of the above deductions to respective agencies.
7. Maintain permanent files and records for all employees for future audits and future information that may be needed.
8. Prepare monthly, quarterly, and annual tax and retirement reports as required by local, state, and federal governmental agencies.
9. Establish and maintain employee benefit rosters, and process hospitalization and insurance billings in a manner that gives each employee proper coverage and also charges the proper appropriation with the premiums.
10. Substitute as phone operator and receptionist.
11. Provide backup to all others in the department, as needed.

12. Provide information to Central Office Administrative Staff, as requested, for the general operation of the school district.

PAYROLL DUTIES

1. Print W-2's and distribute all associated reports to federal, state, and city governments.
2. Maintain compensatory time records in a Lotus file.
3. Calculate SERS and STRS monthly reports (also advance all teachers STRS in June.
4. Implement and deduction changes as they occur.
5. Verify that all employees have a signed contract on file.
6. Collect employee blue cross and dental payments.
7. Answer employee questions regarding the contract—holidays, sick leave, advance, leaves of absence, etc.
8. Enforce COBRA requirements.
9. Type PO's and checks for board share of employee benefits (Medicare, SERS, STRS).

PERSONNEL DUTIES

1. Assist new employees in completing tax, retirement and insurance forms.
2. Explain benefits—insurance, sick leave, personal leave, and vacation.
3. Process all forms related to personnel—unemployment claims, workers compensation claims, verification of employment.
4. Assist employees with hospitalization and dental insurance problems.
5. Compute vacation days available each year, based on years of service.
6. Maintain a Lotus database pertaining to all pertinent salary and benefit information.
7. Maintain all EMIS employee information.
8. Perform such other related duties as requested by the Administrator.

Adopted: August 14, 2000