



BEREA CITY SCHOOL DISTRICT

Berea, OH 44017

February 4, 2019

TO: **ALL INTERESTED CANDIDATES**
FROM: Director of Personnel & Employee Relations
ISSUE: **VACANCY POSTING**

I would like to announce the following administrative vacancy effective immediately:

PAYROLL AND BENEFITS SUPERVISOR

The work year for this position is 260 days. A job description for this position is attached.

QUALIFICATIONS:

(see attached job description for additional job qualifications, functions, and requirements)

- Associate's or Bachelor's degree and ability to obtain Treasurer's license within one year of employment preferred; three years supervisor work experience; or equivalent combination of training/experience.
- Experience with governmental accounting procedures and automated data processing systems.
- Proficient in general payroll accounting methods, practices, and terminology.
- Understands federal, state, and city income tax withholding/reporting requirements.
- Knowledge of Medicare, Worker's Compensation, and unemployment compensation reporting requirements.
- Ability to compute and record mathematical and statistical data accurately.
- Working knowledge of spreadsheet, database, and word processing software.

SALARY AND BENEFITS:

- Salary Range: \$62,912 to \$74,623 (per Administrative Salary Schedule)
- Term life insurance
- Comprehensive Medical program, Dental and Vision programs

APPLICANTS:

Outside candidates interested in applying for this position and have the appropriate qualifications can apply online at:

www.berea.k12.oh.us

Internal candidates can apply to Michael Slivochka, Director of Personnel & Employee Relations, in writing:

Mr. Michael Slivochka
Director of Personnel & Employee Relations
390 Fair Street, Berea, Ohio 44017
216-898-8553 FAX
mslivochka@bera.k12.oh.us

DEADLINE TO APPLY: February 15, 2019.

Educational/employment opportunities are offered without regard to sex, race, sexual orientation, color, creed, age, national origin or disability.

NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Berea City School District Personnel Office, 216-898-8300.

**BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **PAYROLL AND BENEFITS SUPERVISOR**

File 145

Reports to: Treasurer

Job Objective: Directly manage and supervise all payroll and benefit functions and responsibilities.

- Minimum Qualifications**
- Associates or Bachelor's degree and ability to obtain Treasurer's license within one year of employment preferred; three years supervisor work experience, or equivalent combination of training/experience.
 - An acceptable score on a pre-employment test may be required.
 - Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Meets all prerequisite qualifications to be bonded.
 - Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
 - Consistently dependable and flexible. Open to performing new responsibilities.
 - Proficient in office software protocols, spreadsheets, databases, word processing software, data entry, spelling, proofreading, and the correct use of grammar.
 - Record maintenance skills. Ability to accurately compute and record mathematical data.
 - Energetic self-starter. Gives careful attention to details and has demonstrated effective customer service.
 - Experience with governmental accounting procedures and automated data processing systems.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Oversees the daily operation of the payroll department, including payroll coordinator, benefits coordinator and/or assistant bookkeeper performing payroll/benefit duties.
 - Effectively and efficiently informs Treasurer of payroll errors, adjustments, mistakes and other items not routine in payroll processing.
 - Advances the district's professional image.
 - Maintains open/effective communications with Treasurer.
 - Uses problem solving techniques to tactfully address questions/concerns.
 - Oversees orientation and training activities for new department employees.
 - Determines departmental work schedules/procedures.
 - Evaluates department staff members.
 - Oversees preparation of complete and systematic records. Ensures the department is keeping the payroll database up-to-date. Resolves errors and complaints.
 - Collaborates with the personnel department to ensure that payroll information is accurate and complete. Calculates/verifies new or modified pay rates.
 - Verifies that employees are placed on the correct salary schedule/experience level.
 - Processes employment services, worker compensation, and unemployment reports.
 - Maintains retirement program records. Processes end of employment forms.
 - Helps gather information and process grant/foundation proposals as directed. Administers federal grant CCIP – PCRS and PERS.
 - Authorize and approve payroll deduction authorization forms. Manages and/or supervises the compilation and preparation of payroll data (e.g., severance, insurance, credit union payments, etc.).
 - Oversees verification of time sheet process. Calculates gross wages. Manages the processing of payroll. Reconciles payroll records. Manages distribution of paychecks.
 - Oversees and verifies requests and availability of accrued sick, personal and vacation leave.
 - Prepares monthly, quarterly, and annual payroll reports.
 - Prepares monthly and annual SERS and STRS retirement reports.
 - Assists with CAFR preparation, budget presentations, collection of information for labor negotiations, etc., as requested.
 - Oversees the processing of authorized employment inquiries (e.g., loan applications, etc.).
 - Works with the treasurer and district administrators to interpret union contracts, district policies, and government regulations affecting payroll procedures.
 - Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
 - Composes and prepares routine correspondence, memos, notes, E-mails, etc.

- Collects, compiles, edits, and prepares statistical data and reports.
- Helps gather information and process grant/foundation proposals as requested.
- Assists with committee assignments and/or special projects as requested.
- Discards archived documents following the board adopted records retention/disposal schedule.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Assists department staff with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Manages and supervises employee benefits services. Contacts vendors as needed to answer employee questions and/or resolve problems.
- Reconciles the master health benefits list for all employees, monthly. Adjusts the database as needed to ensure payroll deductions are accurate and timely.
- Approves life insurance census.
- Verifies the accuracy of insurance company and third party administrator invoices.
- Oversees unemployment billing.
- Maintains master list of administrators' flex option choices and payments.
- Ensures all department staff are cross-trained with other office staff and assists with unexpected/urgent situations as needed.
- Performs other specific job related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision.
- Prioritizes tasks to meet deadlines.

Supervisory Responsibility: Supervises and helps evaluate department staff under the direction of the treasurer. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.