

REPORTS TO: Treasurer

BASIC FUNCTION:

A Payroll Administrator and Retirement Specialist is responsible for timely and accurate submissions of payroll and retirement, including recordkeeping and reporting.

EMPLOYMENT MINIMUM REQUIREMENTS:

- Two to four years related experience and/or training; or equivalent combination of education and experience
- Experience with processing both hourly and salary employees
- Requires working knowledge of Microsoft Word and Excel
- Working knowledge of payroll systems- eFinance Plus
- Experience in reporting to State Teachers Retirement System and working knowledge of annual reporting
- Experience in reporting to School Employees Retirement Systems and working knowledge of annual recaps
- Attention to detail
- Excellent written and spoken communication skill
- Problem solving
- Must exhibit a high level of Professionalism and Confidentiality
- Experience with process Garnishments and Child Support Orders
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.
- Meets all health requirements as mandated by law
- Ability to establish and maintain effective working relationships with all employees
- Working knowledge of PowerSchool eFP program

RESPONSIBILITIES:

Payroll Administrator:

- Utilizes and manages current Payroll Management System
- Sets up deduction codes and Payable information in current Payroll Management System for Court Orders, IRS Deduction, Child Support and Creditor Garnishment
- Set up tax codes for Local, School District, and State tax
- Set up and add Organizational Codes for each Department as needed
- Enter New Hire information including pay rate, taxes, deductions and direct deposit information
- Calculates hourly/salary employees pay rates based on staff calendar
- Track all hourly and substitutes timesheets each payroll
- Calculate a payout for employees who have resigned or have been terminated
- Process manual checks as needed
- Process voided checks
- Sets up and maintains payroll reporting companywide
- Prepares periodic reports of earnings, deductions, and miscellaneous requests
- Prepares and issues a semimonthly payroll

- Calculated Garnishments for payroll processing
- Calculates Severance Agreements
- Processes Child Support Orders
- Enters and transfers data into current Payroll Management System
- Reviews wages, makes changes, and updates to ensure accuracy of payroll
- Process 403b and Roth withholdings and transmits the deduction to Penserv each payroll
- Assist HR staff with various functions including the payroll software and employees questions that are payroll related
- Pay all federal, state and local taxes, that are applicable, thru various websites

Retirement Specialist:

- Submit retirement contributions to STRS/SERS Ohio within 5 business days
- Reconcile retirement contributions to submit payment to STRS/SERS within 5 business day requirement
- Certify Withdrawal application for employees in STRS/SERS
- Reconcile annual report to STRS Ohio for all Summit Academy Schools
- Complete Recap sheet to STRS for annual reporting
- Certify Deposit & Service reports and submit to STRS/SERS
- Other duties assigned by Treasurer and VPF