



Littleton Elementary School District Position Description

TITLE: Coordinator of Payroll and Benefits

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To supervise the payroll process, and ensure the accuracy and timeliness of all payroll activities. Assist employees with benefits, maintain employee data bases, manage insurance billings and maintain employee files. To support the Executive Director in the supervision of payroll staff and to provide support and guidance to schools and department staffs.

PRINCIPAL DUTIES: (essential functions)

- Supervises the payroll process in compliance with all applicable Federal, state and District rules, regulations and policies.
- Generates technical payroll reports for government agencies; reviews and makes changes to employee information for taxes and benefit deductions, wage assignments, Federal and state levies, and garnishments.
- Generates various special and recurring reports; assures that all deductions for Federal tax, state tax, FICA, Medicare tax, workers compensation, retirement system, and other deductions are made and submitted to appropriate agencies; updates database and control spreadsheets.
- Responds to payroll questions and resolves payroll issues for employees.
- Assists staff and answers inquiries about payroll records; explains rules, policies, and procedures; provides information within the scope of authority.
- Trains management and employees in using the payroll/timeclock software.
- Works with Business Resources for all financial audits involving payroll.
- Assists with benefit orientations, enrollments and wellness programs.
- Assists with the administration of various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, insurance, pensions, investments, and savings; and health maintenance.
- Assists with verification of the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of payroll accounting rules and procedures.
Knowledge of applicable state and Federal regulations regarding payroll and benefits practices and procedures.
Knowledge of financial accounting and budgeting principles and methods.
Knowledge of the principles of record keeping and records management.
Knowledge of business and personal computers, and spreadsheet software applications.
Knowledge of general office processes and procedures, including payroll administration.
Knowledge of safe work practices.

Skill in analyzing, maintaining and balancing financial records, ledgers and accounts.
Skill in entering numerical and technical information into a computer system with speed and accuracy.
Skill in maintaining accurate and interrelated financial and technical records.
Skill in interpreting and explaining technical policies and procedures.
Skill in interpreting and applying relevant County, state and Federal statutes, rules and regulations.
Skill in researching, collecting, and analyzing data, and preparing reports.
Skill in meeting critical time deadlines.
Skill in establishing and maintaining effective relationships with co-workers.
Skill in effective communication, both verbal and written with people in potentially stressful situations.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent, bachelor degree preferred; AND five (5) years of similar experience in payroll and benefits, preferably in a school environment; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of administrative personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____