



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Payroll/Benefits Specialist
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Ensure the timely and accurate processing of all district employee and contractor payroll and benefits activities.
- REPORTS TO:** Director of Business Services
- QUALIFICATIONS:** Associates degree in business or related field, or high school diploma and equivalent work experience. Advanced computer office skills. Ability to work collaboratively in an office setting with limited direct supervision.
- ESSENTIAL DUTIES:**
- Manage and operate the district-wide payroll and benefits function
  - Develop and implement procedures for online and physical check distribution of payroll to employees (salaried and hourly)
  - Maintain appropriate payroll/benefit records and files for all staff
  - Collect, compile, and review hourly time sheets
  - Collaborate with supervisor to ensure maintenance of cash accounts at appropriate levels through deposits, borrowing and transfers
  - Work with all employees to maintain up-to-date records
  - Advise new staff on all payroll and benefit requirements and options available
  - Prepare, , and submit all required state, federal, and other payroll reports
  - Ensure all reports and files availability as appropriate for auditors
  - Ensure district compliance with applicable state and federal legislation
  - Develop positive relationships with appropriate financial institutions used by the district for payroll and benefits processing
  - Prepare and maintain employee portal and its utilization
  - Maintain and allocate employee time off benefits
  - Act as communication liaison between supervisors and employees for payroll-related issues

**ADDITIONAL DUTIES:**

- Assist with District Office general administrative and clerical duties as needed
- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications
- Assist in maintaining student behavior at school events as requested.

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:      May 2020