

JOB DESCRIPTION

TITLE

Payroll/Benefits Specialist

POSITION TYPE

Non-Exempt

PRIMARY FUNCTION

Performs technical accounting work in the operation of the payroll system including processing, handling, and controlling a broad range of payroll transactions and records. Maintains the integrity of payroll to ensure all employees are paid timely and accurately.

MINIMUM QUALIFICATIONS

- Associate degree in accounting or similar field of study preferred.
- Two to Three years of payroll experience required, school system preferred.
- Working knowledge and experience with Virginia Retirement System practices and procedures required.
- Experience with payroll Microsoft Office software required
- Experience working with confidential information preferred.
- Working knowledge of payroll principles and practices and related federal and state regulations.
- Accounting, bookkeeping or payroll experience may be substituted for degree.

REPORTS TO

Director of Finance and Federal Programs

KNOWLEDGE, SKILLS AND ABILITIES

- Affinity for numbers with strong attention to detail and good organization skills.
- Ability to maintain confidentiality of payroll information.
- Skills including analytical, problem solving, critical thinking.
- Strong Excel and Word skills. Thorough knowledge of office terminology, procedures and equipment needed to support the position.
- Ability to work under pressure with deadlines.
- Ability to analyze and prioritize essential and non-essential tasks.
- Strong, professional communication skills in listening, speaking and writing to effectively communicate with staff, service providers and others.

PERFORMANCE RESPONSIBILITIES

- Processes semi-monthly payroll for school division employees with varying contract lengths ensuring accuracy of payroll and compliance with applicable school, state and federal regulations.
- Processes new hires, employee changes, and benefit (including enrollment in health insurance) adjustments for payroll processing.
- Ensures compliance and adheres to school division policies and regulations relating to wages, leave and other benefits affecting payroll processes.
- Calculates short term disability pay and leave adjustment for VRS hybrid employees as relates to payroll.
- Manages payroll adjustments and catch-up of employee share of benefits through payroll.
- Calculates and processes payroll payouts and benefits in accordance with School Board policies and Superintendent regulations for terminating employees.

- Reviews and inputs salaries from School Board approved Personnel Action Report (PAR) for new hires and payroll changes ensuring correct pay, applicable deductions, and proper calculation of benefit amount-based paperwork received from Human Resources.
- Responsible for maintaining accurate and up to date leave balances in accordance with the division's electronic time and attendance system.
- After employee is on-boarded by HR responsible for updating employee record for associated leave.
- Reviews employee overuse of leave reports each pay period to the Director of Finance and Federal Programs.
- Calculates and processes leave docks.
- Works cooperatively with Human Resources and other division personnel staff as needed or requested.
- Verifies employment for current and former employees.
- Administers the Virginia Retirement System, maintaining employee data for all three plans inclusive of Hybrid plan that requires monitoring of employee changes to investments and employee match.
- Responsible for downloading the VRS snapshot report and schedule match ACH payment.
- Responsible for reconciling and resolving any differences between the VRS system and the payroll system.
- Generates payroll payables vendor invoices; reviews and posts adjustments after reconciling invoices.
- Processes e-payments for federal and state tax withholding and garnishments each pay date meeting mandated filing/payment deadlines.
- Tracks benefit adjustments and new hires for accurate payroll reporting.
- Processes and calculates garnishments according to law ensuring payment is made by deadline established by court system.
- Reconciles and prepares quarterly payroll tax reporting for federal 941 and state filings.
- Reconciles all payroll payable liability accounts. Recommends adjustments.
- Reconciles W-2 payroll information. Processes and distributes W-2s. Works with county setup for electronic delivery.
- Computes and processes salary reductions for employees who exceed their allowable leave balances.
- Process Section 125 fringe benefits (health, dental, life insurance, vision and health savings. Enrolls employees into employer database.
- Performs fiscal and calendar year-end processing.
- Updates payroll calendars, tax tables, deduction rates/limits, and/or other payroll related changes.
- Responds to surveys or requests for reports requiring payroll information.
- Assists employees with questions on pay or deductions providing guidance as needed.
- Processes Employment Verification Forms for current employees
- Maintains payroll processing documentation.
- Processes terminated employee benefits available such as COBRA.
- Performs other related duties as assigned

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The duties of this position are complex and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Must have ability to sit for extended periods of time in an office environment, see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

TERMS OF EMPLOYMENT



Twelve months/ 240 days. Salary according to School Board Pay Plan. Non-exempt employees are entitled to overtime.

EVALUATION

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

3/31/2020

JOB DESCRIPTION PREPARED BY

Director of Human Resources 3/3/2020

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.