

North Wasco County School District
Job Description – District Payroll and Benefit Specialist

Title: District Payroll and Benefit Specialist
Classification: Confidential Employee
Reports To: Chief Financial Officer
Work Year 260 Days

Job Purpose Statement:

The job of Payroll and Benefit Specialist is established for the purposes of preparing, reporting, reviewing and/or processing employee payroll and benefits; providing technical assistance and support to department staff; coordinating assigned projects; providing information to new and current employees, providers and/or administrators; resolving payroll, employee benefits, retirement reporting and reconciliation issues; and maintaining a wide variety of confidential employee records as well as preparing salary, benefit and data collection for collective bargaining and personnel budgeting.

Job Requirements - Qualifications:

To perform the job of Payroll and Benefit Specialist, 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.

- Utilize District web based management software for payroll and accounting management (SunGard)
- Mastery of Microsoft Office Suite Applications
- Utilize leave and benefit management software from various sources (OEBS, PERS, etc.)
- Knowledge of accounting skills
- Knowledge of record keeping skills
- Ability to accurately transfer, record, and convey information, materials, and monies as required by position.
- Ability to comprehend, interpret and explain pertinent law, rule, regulations, policies, and procedures.

Education/Experience:

- High School Diploma or equivalent required, *and*
- Associate Degree/Bachelor's Degree in business or accounting field preferred *or*
- Vocational or technical training in an accredited program specializing in business or accounting principles, *and*
- At least four years of experience in working in payroll specialty field of service preferred.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and Employer Drug and/or Alcohol Testing; Current Driver's License; Notary Public Certification

Essential Job Functions:

- Receive records and process all data required to produce the district payroll.
- Maintain and process records pertinent to employee insurance and retirement.
- Provide information to district employees on insurance programs relating to costs and payroll deduction.
- Maintain individual payroll files including payroll history, W-4's, health insurance, retirement and approved withholdings as requested.
- Assist with salary and employee benefits in support of collective bargaining.
- Provide written and verbal employment verification information.
- Prepare and assure proper payment of district payroll obligations through district vendor invoices, remittance advice and tax reporting forms.
- Assist Chief Financial Officer in personnel budget preparation, tabulating statistical data and compiling reports as required.
- Maintain records and communication with District retired employees regarding continuation of District sponsored health insurance benefits.
- Provide ESP employees with annual work calendars
- Assists with annual audit
- Maintains a positive and effective working relationship with staff and patrons

Physical Requirements:

- 1. In an eight-hour day employee may:
 - a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
 - b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
 - c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

- 2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

- 3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

- 4. Employee may need to:
 - a. Bend Frequently Occasionally Not at all
 - b. Squat Frequently Occasionally Not at all
 - c. Climb Stairs Frequently Occasionally Not at all
 - d. Lift Frequently Occasionally Not at all

- 5. Lifting:
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date