

West Carroll Board of Education

Job Description

Descriptor Term:

Payroll, Employee Benefits, and Risk Specialist

Board Policy Reference

5.013

QUALIFICATIONS

Required:

1. High School Diploma or equivalent.

Desired:

1. Ability to type 30 words per minute.
2. Ability to meet and work effectively with the public.
3. Ability to maintain effective working relationships with other employees.
4. Knowledge of office procedures.
5. Knowledge and skill in using on-line and personal computers.
6. Other qualifications as determined by Director of Schools.

REPORTS TO

Director of Schools.

JOB GOALS

This employee is responsible for maintaining employee benefits data, processing all employee benefit forms and documents, and preparing and distributing payroll.

DUTIES

1. Maintaining employee benefit records.
2. Processing benefit/enrollment applications and supporting documents.
3. Maintaining and updating all employee benefits records through LGDPC computer input.
4. Disseminating information and answering inquiries regarding employee benefits and employment.
5. Assisting in the processing and submission of workers compensation, property and liability claims, and student/athlete insurance policies claims.
6. Assisting in the processing and submission of employees' applications for service retirement with TCRS.
7. Assisting with the dissemination of TCRS literature and information to employees.
8. Acting as a liaison between group insurance claims processors and employees with claim questions and problems.
9. Coordinating payroll deductions.
10. Verifying and reconciling remittance of all health and miscellaneous insurance premiums.
11. Balancing monthly payroll with computer entries.
12. Coordinating the group insurance billing of employees on leave.
13. Coordinating human resources and payroll information with employee benefits input.
14. Computing, processing, and distributing monthly payroll.
15. Reporting and submitting payment of income tax deposit for each payroll.
16. Preparing quarterly 941 and SUTA (unemployment) reports and submitting payments to IRS and state.
17. Preparing W-2s, submitting for printing and distributing to employees.
18. Performing other duties as assigned.

PHYSICAL DEMANDS

This job may require occasional lifting of objects that exceed 10 lbs. such as records' storage boxes.

WORK CONDITIONS

Office environment.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.