



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Payroll/Benefits Technician	<b>Department:</b> Business Services	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Business Services	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Business Services, the Payroll/Benefits Technician is responsible for processing and maintaining all payroll and related records for the District; for processing timesheets and contracts for district employees; maintaining and tracking records of sick leave, FMLA, vacation, employee deductions; for preparing all required federal and state payroll reporting returns; calculating, reporting and paying state, federal, FICA and Medicare payments; and calculating and reporting benefits payments to providers.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collects, verifies and corrects payroll timesheets and various sub reports; processes and enters payroll data into system.
  - a) Processes payroll calculation report after payroll entries and verifies accuracy of payroll.
  - b) Submits direct deposit file, posts to employee records and account distribution reports.
  - c) Posts and balances payroll to the financial system. Runs payroll reports to balance against general ledger accounts for payroll and benefits. Researches and resolve any discrepancies in general ledger accounts.
  - d) Calculates, reports and files tax payments, tax returns and employee W-2's. Calculates and pays state, federal, FICA and Medicare payments. Completes quarterly tax returns. Prepares and distributes employee W-2's annually.
  - e) Makes all online payments for federal and state taxes and employee benefit payments.
- Performs payroll maintenance and updates employee assignments, pay and benefits each payroll cycle.
  - a) Sets up new employees in the payroll system including any rate, coding, tax withholdings, direct deposit and deductions.
  - b) Makes changes or additions to assignments, pay or coding, as necessary.
  - c) Makes changes in benefit enrollments and deductions.
  - d) Prepares spreadsheets to track employee assignments, pay, benefits, enrollments and deductions
- Tracks and records vacation, sick, personal leave, etc. and verifies absences. Calculates and sets up leave accrual for employees. Runs reports in leave system. Resolves discrepancies between leave available and leaves taken. Calculates pay reduction for unpaid time off.
- Provides support and assistance in preparing various reports such as:
  - a) Preparation of MDE STAR reporting.
  - b) Completes unemployment information and employment verifications, as requested.
  - c) Provides first injury reports to manage care providers.

d) Provides workers' compensation information to benefit providers, as requested.

- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>				<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma				Associate's Degree	
High school diploma or GED.				<b>Major field of study or degree emphasis:</b> Business Administration, Finance, Accounting or closely related area	
1 year college	x	2 years college			
3 years college		4 years college			
1st year graduate level					
2nd year graduate level				<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
				<ul style="list-style-type: none"> <li>• Basic accounting functions and district operations as it pertains to payroll processing.</li> <li>• Laws, rules, regulations and requirements pertaining to payroll processing, payroll tax, deductions, retiree and payroll reporting.</li> <li>• Bargaining agreement terms and conditions dealing with salary setting, pay rates, and benefits related to payroll processing.</li> <li>• General office and general administrative procedures and operational requirements.</li> <li>• Office equipment and typical productivity software, databases or customized systems/applications (i.e. TIES) processes used within the district for processing payrolls/benefits.</li> <li>• Record retention, record/file/database maintenance requirements.</li> <li>• Data privacy requirements.</li> </ul>	

**Required Work Experience in Addition to Formal Education/Training:**

Minimum of 3 years related payroll processing and bookkeeping related experience.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid driver's in the State of MN.
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Interpreting and explaining written language in collective bargaining contracts pertaining to pay and pay provisions.</li> <li>• Organizing, storing and retrieving data from multiple files and sources.</li> <li>• Applying, learning and using computer applications and specialized applications used in the generation and processing of payroll/finance/TIES related reports.</li> </ul>



- Following and applying complex and written instructions.
- Strong basic math skills.
- Performing related payroll processing functions with attention to detail, precision, and accuracy within established deadlines.
- Implementing accounting payroll routines and procedures necessary to administer payroll processing functions and activities.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and the public.
- Ability to perform essential functions independently with minimal direction and oversight.
- Performing payroll requirements and responsibilities in accordance with established time frames, reporting deadlines and requirements.
- Interpreting, understanding and applying rules and regulations pertaining to payroll tax, workers compensation, retiree, unemployment, benefit deductions and requirements.
- Maintaining employee master files, records, withholdings, contributions, etc. to prepare and process payroll timely and accurately.
- Preparing required state, federal and county payroll reports.
- Skilled in providing assistance to employees and managers concerning payroll and related questions, issues and concerns.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
 Duties are performed in a typical school district setting where there are minimal environmental risks or hazards associated with the work.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
 Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 4/2015 by BCC; Updated 6/2015

