

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Payroll and Benefits Supervisor

Purpose of the Job

The Payroll and Benefits Supervisor provides supervision and coordination of district payroll and benefit functions of the school district.

Essential Job Functions

This position entails a vast amount of personal contact with employees, substitutes, former employees, union officials, insurance companies, Labor and Industries, Workers' Compensation Trust, COBRA, and state and federal agencies. This position requires the individual to work independently without supervision and to exercise good judgment in fulfilling the responsibilities of the essential job functions.

The following list of duties is the overall responsibility of the Payroll and Benefits Supervisor. The delegation and assignment of these duties along with the education and training of the payroll clerks and school support personnel is essential to the completion of this job.

1. Responsible for all payroll functions to assure accurate and timely payroll for district employees.
2. Develop and implement monthly work plan for payroll department.
3. Select, train, supervise and evaluate payroll department staff.
4. Direct and manage the district leave sharing plan; COBRA activity, and sick leave recovery for injured workers.
5. Work with Workers Compensation trust to implement back-to-work program for injured workers.
6. Develop and maintain systems for internal controls. Auditing of information received from building and departments to insure ongoing accuracy.
7. Process and calculate all contract adjustments and changes in salaries, supplemental payments, resignations, retirement eligibility and deductions.
8. Be responsible to notify employee of status of the various types of leave.
9. Prepare monthly and quarterly payroll reports: Social Security, Internal Revenue, Unemployment, Labor & Industries, Teacher and Public Employees Retirement transmittal.
10. Prepare all correspondence related to payroll.
11. Performs other related duties as assigned

Education & Experience:

Experience in payroll accounting using established accounting procedures. Knowledge of current payroll practices and procedures; worker compensation programs, including injury prevention and back-to-work programs. School district experience preferred.

Knowledge Skills & Abilities:

1. Demonstrated competence in performing accounting tasks with accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.
2. Ability to supervise and coordinate the workflow of Payroll Department staff. Work closely with the Human Resources Department to insure appropriate salary placement and compliance with negotiated agreements, state and federal regulations.
3. Experience with the WSIPC fiscal system.
4. Develop and implement effective systems and procedures to insure efficiency.
5. Ability to develop long- and short-range budgetary forecasts in areas of payroll, benefits, pension, L & I, and FICA to assist in district budgeting process.

6. Ability to coordinate district's Benefit Committee to develop recommendations regarding district benefit packages and broker selection.
7. Ability to represent district in sensitive matters related to death or injury to employees. Must be knowledgeable of and enforce HIPPA privacy regulations.
8. Ability to communicate in a professional manner both orally and in writing. Demonstrate positive public relations skills. The ability to function under pressure in all areas of work to meet daily, weekly, and emergency time lines. Daily coordination is required with district officials, school principals, teaching staff, and students.
9. The incumbent interprets state regulations, board policy and receives general guidance from the Executive Director of Finance and Operations concerning all accounting functions. The incumbent is required to have a detailed knowledge of micro-computing functions.

Licenses, Certificates & Special Requirements:

WASBO School Business Specialist Certification preferred; Washington state driver's license and access to personal transportation.

Reporting Relationship:

Reports to the Director of Finance.

Conditions of work:

Generally works in an office environment; experiences frequent interruptions, required to deal with upset people; exposed to confidential information.

Union Affiliation:

NKCASA

FLSA Status:

Non-exempt

Salary Range:

NKCASA

Job #

Job History:

Created: 5/05/05; Revised: 1/26/07, 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice