

**Classified Personnel
Job Description**

POSITION TITLE: Payroll and Benefits Specialist

QUALIFICATIONS: Shall have skills in the operation of office machines.
Shall have skills in the operation of computer accounting.
Shall communicate effectively both orally and in writing.
Shall have skills in filing procedures.
Shall have skills in typing.
Shall have the ability to work with others and accept change when necessary.
Shall have a high school diploma or GED and a minimum 4 years experience in preparation of payroll and benefits for Kentucky School Districts

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Business Manager

GENERAL DUTIES: Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to work with both certified and classified staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Provide training, guidance and work direction to other payroll personnel as assigned to the payroll unit.
Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
Process payroll, benefits and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist Process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
Calculate and prepare annual salary and budget projections for categorical programs as assigned.
Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
Sort and distribute paychecks and warrants according to established procedures and guidelines.
Prepare and maintain files of records and documents relating to work performed; prepare special reports.
Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
Operate standard office equipment including a computer terminal as required.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.