

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Business/HR Specialist

**DATE:** September 18, 2016

**REVISED:** November 14, 2018

**APPROVED BY:** Board of Directors

**REPORTS TO:** Assistant to the Executive Director and Director of Business Services

**JOB SUMMARY:** Responsible for application of broad knowledge of payroll, benefit, and related activities across the organization. Provides professional support in a full range of payroll and group benefits administration. Provide administrative support to business and human resources offices to effectively meet demands of the departments. Works closely with an active team and fosters a culture of collaboration and interaction.

**RESPONSIBILITIES:**

- Enters new hires into the payroll system, posts any changes in pay and taxes, and processes any special pay or deductions
- Updates changes in personnel and pay and ensures proper approval for all changes
- Balances and controls wages and computes wage and overtime payments
- Balances and controls deduction totals and determines and corrects out-of-balance conditions
- Calculates and prepares general ledger entries
- Uploads and ensures processing of direct deposit bi-monthly payroll to banking institution
- Assists with the preparation and reporting of all federal, state, and local taxes
- Assists, prepares and files reports related to retirement, 403 (B), unemployment and workers compensation
- Assists with processing Family and Medical Leave
- Performs tasks to establish and maintain electronic and hard copy employee/payroll records for audit purposes in accordance with statutory requirements
- Provides information for the monthly closing process
- Coordinates and implements all aspects of joint purchasing
- Perform other related duties as assigned by the Director of Business Services or Assistant to the Executive Director

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting or related field
- Minimum of 2 years of payroll experience required
- Experience with payroll and financial software required
- Knowledge of business and banking terminology
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*