

*BOE approved 11/20/23*

**TITLE: Business Office Assistant**

**QUALIFICATIONS:**

1. High School Diploma
2. Minimum one (1) year successful experience in related field
3. Experience with computerized payroll systems, word processing, and spreadsheet software
4. Knowledge of Federal and State Tax Deposits
5. Ability to maintain a high degree of confidentiality

**REPORTS TO:** School Business Administrator/Board Secretary

**JOB GOAL:** To assist in the administration of the payroll function, with a high degree of responsibility, discretion and confidentiality; using independent judgment in addition to routine work necessary for the smooth and efficient operation of the department.

**PERFORMANCE RESPONSIBILITIES:**

Payroll Accounting, Health Benefits, Human Resources & Various Business Office Needs

Assist in the following areas:

1. Maintain accurate list of employees and rate of pay.
2. Maintain all confidential records.
3. Maintain required employee data on a timely, accurate and confidential basis.
4. Enter all employee data in computerized system.
5. Correspond and maintain banking computer system for implementation of direct deposit system for the benefit of the school district and the staff.
6. Calculate monthly payroll, input to payroll system being sure all input ties out to records and process checks.
7. Prepare and transmit on a timely basis the banking file for direct deposit.
8. Maintain ledger covering all deductions & payments, including gross & net payrolls.
9. Prepare and implement wire transfers on a timely basis for payroll.
10. Prepare computerized records and process payments for payroll agent checks, being sure all data ties out on a monthly basis
11. Prepare accurate monthly, quarterly and annual reports required for Federal, State and local agencies such as W-2's, 941's, 927's on a timely basis.
12. Prepare monthly, quarterly and annual computerized worksheet for use by outside Auditor.
13. Respond accurately to requests for employee verification, either verbally or in writing, to organizations in need of payroll information.
14. Assist the district's external auditors, by having information prepared in an accurate, well-organized fashion.
15. Assist the Business Administrator in various accounting functions as needed.

Business Office Assistant (continued)

Employee Benefits

Assist in the following areas:

1. Records employee information such as personal data and benefits information.
2. Updates employee information on a continuous basis.
3. Examines employee files to answer questions from authorized individuals.
4. Research and answer employee questions regarding benefit policies.
5. Act as a liaison for communication and problem solving.
6. Review new hire information and status changes.
7. Function as first point of contact for benefit vendors and employees.
8. Assist in the preparation of employee withholding relative to health benefits, variable annuities, etc.
9. Coordinate specific district benefit programs for benefit eligible employees.
10. Coordinate annual open enrollment process and other special projects as needed.
11. Maintain a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration (ERISA, COBRA, HIPAA).
12. Monitor administration of existing programs to assure compliance with Federal, State and other applicable regulations.
13. Conducts new hire orientations, both group and individual, explaining options and benefit packages.
14. Provides support for difficult or sensitive claims resolution.

**TERMS OF**

**EMPLOYMENT:** Full time 12-month position, confidential, unaffiliated position

**ANNUAL**

**EVALUATION:** Annually by School Business Administrator