SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Payroll and Benefits

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant.
4. Minimum of two years' experience in payroll and benefits required.
5. Excellent computer skills including familiarity with Microsoft Office™ (Word, Excel, etc.).
6. Experience working with software designed for absence management or time and attendance tracking, i.e. Frontline Education.
7. Excellent interpersonal and communication skills.

REPORTS TO:
Payroll Supervisor/Director of Business & Finance

JOB GOAL:
To handle all payroll and benefits matters.

PERFORMANCE RESPONSIBILITIES:

1. Reviewing and processing timesheets for all hourly and substitute employees for each payroll using Frontline software.
2. Processing attendance and verifying accuracy for all paid and unpaid leaves, including FMLA.
3. Calculating insurance costs for newly hired staff and verifying accuracy of all payroll deductions.
4. Serve as health and life insurance benefits coordinator.
5. Maintain ACA (Affordable Care Act) records for annual filing.
6. Maintain and oversee all functions of benefits programs for active staff and retirees.
7. Process payroll in the absence of the payroll supervisor.
8. Perform all other job related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

EVALUATION:
Performance of the job will be evaluated annually by the Payroll Supervisor or Director of Business & Finance.

Revised 3-14-96
Revised 4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25