

Position: Payroll /Insurance Coordinator

Job Summary: The Payroll/Insurance Coordinator is responsible for the accurate and timely payroll processing and managing employee insurance benefits for all district staff. This role ensures compliance with applicable laws, policies, and procedures while providing excellent customer service to employees. The coordinator also plays a key role in managing records, preparing reports, and resolving payroll and insurance-related issues to support the district's operations.

Qualifications/Minimum Requirements:

1. An associate's degree or higher in accounting, business administration, or a related field is preferred.
2. Minimum of 3 years of experience in payroll, benefits administration, or a related field.
3. Proficiency in payroll software and systems; experience with systems such as SDS or Frontline preferred. Familiarity with IMRF and Teacher's Retirement along with Gemini reporting.
4. Strong knowledge of federal, state, and local payroll regulations, including tax laws and reporting requirements.
5. Familiarity with employee benefits programs, including health, dental, and vision insurance.
6. Exceptional organizational and time-management skills with a strong attention to detail.
7. Excellent communication and interpersonal skills, with the ability to maintain confidentiality and professionalism.
8. Advanced proficiency in Microsoft Office Suite (Excel, Word) and Google Workspace.

Reports to: Superintendent/CSBO

Responsibilities:

Payroll Administration

- Process bi-weekly or monthly payroll for all district employees, ensuring accuracy and compliance with district policies and federal/state regulations.
- Verify employee timesheets, attendance, and leave records to calculate accurate pay.
- Manage and update payroll records, including tax withholdings, garnishments, child support, and deductions.
- Prepare and submit payroll tax filings and reports, including Federal and State quarterly reports, Unemployment, W-2, and 1095 forms.

Insurance and Benefits Coordination

- Administer employee insurance benefits, including enrollment, changes, and terminations.
- Serve as the primary point of contact for employees regarding benefits inquiries, claims

issues, and coverage options.

- Coordinate open enrollment processes, communicating changes and updates to employees.
- Maintain accurate records of employee benefits and ensure timely updates to providers.

Compliance and Reporting

- Ensure compliance with applicable labor laws, tax regulations, and district policies related to payroll and benefits.
- Prepare reports for auditing purposes, budget analysis, and board presentations.
- Collaborate with the business office to reconcile payroll and benefits accounts.

Employee Support

- Provide exceptional customer service by addressing employee questions and resolving payroll or benefits-related issues.
- Conduct training and orientation sessions on payroll and benefits processes for new hires.

Additional Duties

- Support the Human Resources and Business Office with special projects and initiatives as assigned.
- Assist in developing and implementing payroll and benefits policies and procedures to improve efficiency.

Employee Relations and Benefits Administration

- Serve as a point of contact for employee inquiries regarding benefits, payroll, and policies.
- Assist in administering employee benefits, including health, dental, and vision insurance and retirement plans.
- Track and process employee leave requests, including vacation, sick leave, and personal days.

Day-to-Day Duties:

- Payroll
 - Salary letters, 941s, W2s, 1095's, EFTS, new hires, terminations, etc
 - Frontline entry for substitutes
- Timesheet reviews
- Unemployment matters
- Open enrollment (in coordination with HR Assistant)
- TRS/IMRF reporting

- Health, dental, vision, and Colonial insurance for employees, along with 403B
 - Cobra notices
 - Reconcile insurance invoices and payments
- Attendance/time off requests
 - Portal access and changes
- Workman's comp
- Grant alignment for payroll

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.