

Wentzville R-IV School District

Position Description

Position Title: Payroll and Benefits Manager
Reports To: Director of Accounting

SUMMARY

This position leads, produces, and provides support to the District's payroll and employee benefits program in accordance with state and federal laws and District policies and procedures.

QUALIFICATIONS/REQUIREMENTS

Must possess good organizational and interpersonal skills, be detail-oriented, work well under pressure, meet deadlines, maintain confidentiality, and be ethical. The following skills are considered essential to this position:

Education and/or Experience

- A minimum of four (4) years experience in payroll, benefits, or human resources, involving advanced record keeping (directly related business school or college courses may be substituted for up to six (6) months of experience)
- College degree and management experience preferred

Communication Skills

- Communicate effectively through various means, successfully presenting information and responding to questions from administrators, staff, and stakeholders
- Explain calculations in meaningful and understandable ways to employees unfamiliar with payroll and/or benefits processes
- Establish and maintain effective working relationships with administrators, colleagues, and all patrons of the Wentzville School District

Knowledge, Skills, and Abilities

- Advanced knowledge of Wage and Hour Laws and the Fair Labor Standards Act (FLSA) with ability to apply all state and federal laws to payroll and benefits processes
- Knowledge of standard business practices, methods, and procedures
- Work independently with minimal supervision
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position
- Execute job duties accurately with frequent interruptions, prioritizing multiple tasks, meeting deadlines expected and unexpected, and delegating responsibilities as appropriate to payroll and benefits team members
- Exercise judgment, solve practical problems, and respond to a variety of concrete variables in situations where only limited standardization exists
- Interpret and analyze a variety of instructions furnished in varied forms of communication (i.e. written, oral, diagrams, or schedules)
- Perform the duties of the Payroll and Benefits Specialists in full compliance with all District requirements and Board policies and regulations

Wentzville R-IV School District
Position Description
Locator:

ESSENTIAL JOB DUTIES

- Oversee the accurate administration of district employee payroll and benefits
- Complete payroll process semi-monthly and bi-weekly
- Handle implementation of the District's benefits programs including new hire orientation and notification to appropriate third party administrators
- Act as point of contact for employees for payroll and benefits questions and guidance
- Communicate with teammates about critical payroll and benefits functions
- Work with team to ensure accuracy of all records including verification of absences in TimeClock Plus
- Train staff in the use of timekeeping and leave entry
- Participate in employee relations' functions as they relate to employee benefits
- Calculate and maintain garnishments
- Collaborate with Payroll and Benefits Specialists, keeping the team current and informed regarding efficient processes
- Review and analyze existing benefits plans and policies and prevailing practices among similar organizations to help establish competitive benefits programs
- Verify the accuracy of employee balances for payroll, deductions, and absences
- Prepare payroll records for W-2 processing at calendar year end
- Administer flexible spending accounts including a separate open enrollment period that requires all employees to respond annually
- Complete and verify work record accuracy including W-4s and direct deposit information
- Maintain accurate records and process quarterly attendance incentive awards
- Process time cards and contract payments
- Handle, reconcile, and remit withholdings, retirement contributions, and quarterly taxes
- Produce wage, tax, and retirement reports
- Handle, reconcile, and remit benefit deductions and insurance payments
- Prepare and maintain data in the District's financial software, School Information Systems Financial Software (SISFin), and on Excel spreadsheets.
- Prepare reports and remit city taxes and unemployment reports on a quarterly basis
- Submit annual salary, resignation, and retirement reports to OASIS
- Provide consultation services to employees and building personnel regarding payroll and benefits questions and policies
- Interpret District policy when finalizing an employee's balance of pay upon separation from the District
- Generate reports and queries from SISFin in order to provide payroll and benefits information when requested
- Maintain confidentiality

OTHER DUTIES AND RESPONSIBILITIES

The Payroll and Benefits Manager may be called to perform other duties as assigned by the Director of Accounting, Chief Financial Officer, Superintendent, or Board of Education.

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ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance of the Payroll and Benefits Manager will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.