



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Payroll/Benefits Specialist

Primary Function

The Payroll/Benefits Specialist is responsible for accurately processing payroll and managing employee benefit records through effective use of the District's financial and HR systems, while collaborating with school and district staff to ensure compliance with all federal, state, and pension regulations in support of efficient business and human resource operations.

Organizational Relationships

Reports to the Assistant Superintendent for Business and Operations.

Qualifications

- A Bachelor's or Associate's degree, or equivalent work experience is required.
- Proficient skills in English composition, grammar, and spelling. Fluency in a second language, preferred
- Detail-oriented with strong analytical skills.
- Working knowledge of office technologies, including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds. Ability to physically move about the building.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.
- Ability to make computations with speed and accuracy.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.

Performance Responsibilities

1. Prepare, process, and reconcile payrolls in a timely and accurate manner for all employee groups, ensuring proper calculation of wages, deductions, and benefits in accordance with contracts, policies, and legal requirements.
2. Maintain accurate and organized payroll records, including federal and state tax withholding, pension contributions (IMRF/TRS), Social Security, health insurance, flexible spending accounts, and other deductions.
3. Track and process grant-funded salaries, supplemental pay, stipends, and extra duty pay to ensure proper allocation and reporting.
4. Manage and communicate payroll schedules, deadlines, and timelines to relevant

- administrators and staff.
5. Oversee the implementation, distribution, collection, and maintenance of employee timesheets.
 6. Track and verify employee absences, leave balances, and FMLA for payroll processing, reporting requirements, and pension credit purposes.
 7. Maintain employee payroll data in the district's financial management system (e.g., School ERP Pro), ensuring accuracy, confidentiality, and compliance with audit standards.
 8. Prepare and submit required state and federal payroll reports, including quarterly tax filings, W-2s, 1095s, 941s, and unemployment reports.
 9. Assist with internal and external audits, reconciling payroll data with the general ledger, and resolving any discrepancies.
 10. Maintain strong communication and customer service with employees, administrators, insurance providers, and benefit vendors.
 11. Support benefits enrollment processes, including new hire onboarding, annual open enrollment, and qualifying life events.
 12. Stay current on changes to payroll and benefits regulations, tax law, and pension system rules.
 13. Provide training or informational sessions related to payroll and benefits processes when needed.
 14. Maintain strong communication and customer service with employees, administrators, insurance providers, and benefit vendors.
 15. Collaborate with Human Resources to ensure that employment changes, leaves, terminations, and salary adjustments are accurately reflected in payroll and benefits systems.
 16. Perform additional related duties as assigned by the Business Manager.

Terms of Employment

12-month position (260 work days). Monday-Friday 8:00 a.m. - 4:00 p.m. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP.

Performance Evaluation

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the PSRP contract.

Position Classification

<input type="checkbox"/> SEA <input checked="" type="checkbox"/> PSRP <input type="checkbox"/> Local 399	<input type="checkbox"/> Non-Union <input type="checkbox"/> Supervisory <input type="checkbox"/> Confidential <input type="checkbox"/> Managerial
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