



Rockford Area Schools

Pay & Benefits Coordinator

General Definition of Work

Process payroll, tax, benefits, and time and attendance records, and provide administrative Human Resources support, including employee consultation and compiling and analyzing payroll and benefits data. Duties performed under limited supervision of the Director of Human Resources.

Essential Functions

- Administer all aspects of insurance and benefits, including enrollment, online benefits platform, employee elections and deductions, reporting, program offerings, post retirement, and COBRA.
- Prepare, submit, and process semi-monthly payroll data files, including deductions and savings.
- Prepare and submit semi-monthly, quarterly, and annual reports for ACA, FICA, TRA, PERA, Unemployment Compensation, state and federal withholdings, and other deductions.
- Prepare pay and benefit data for annual audit, budget forecast, and labor negotiations.
- Manage time and attendance, including substitute and absence management systems.
- Maintain compliance with applicable policies, laws, regulations, and labor contracts.
- Serve as a point of contact for brokers, plan vendors, and third party administrators.
- Process employment verifications, cyclical lane changes, and seniority review.
- Provide technical support and consultation for pay and benefit inquiries.
- Assist with additional duties and lead special projects as assigned .
- Maintain personnel files.

Other duties and responsibilities

- Partner with Dir of Business Operations to process new staff
- Assist employees with requests for leaves of absence and return to work
- Manage leave of absence process, including FMLA, child care, medical, etc.
- Partner with Dir of Business Operations to process leave pay and benefits
- Process leave paperwork in compliance with district policies and state/federal laws
- Facilitate onsite injury investigation, and resolutions for the the Worker's Compensation process
- Implement, compile and prepare various reports for federal, state and local agencies, including the MDE Star Automated (STAR) and OSHA reports.

Knowledge, Skills and Abilities

- High attention to detail and accuracy in work.
- Demonstrate accountability and effective decision making.
- Assist with sensitive situations and demonstrate confidentiality.
- Proficient in basic mathematics, accounting, and data analysis.
- Ability to establish and maintain effective working relationships.
- Excellent written and verbal communication and customer service skills.
- Strong organizational skills, with ability to demonstrate initiative and prioritize work.

Education and Experience

Associate's Degree with coursework in pay and benefits, business, human resources, or related field of study preferred and 3 years experience in payroll and benefits administration, or equivalent combination of education and experience. Experience utilizing Microsoft Excel and SmartHR.

Special Requirements

- Smart HR training upon hire.
- Infinite Campus training upon hire.

Department: Human Resources

FLSA Status: Non Exempt

Revised: May 2024