



JEFFERSON CITY SCHOOLS

Office of the Superintendent
345 Storey Lane Jefferson, Georgia 30549

Job Description

Position Title: Payroll and Benefits Specialist		
Department: Central Office	Evaluation Instrument:	
Pay Grade:	Pay Type: Hourly - NonExempt	Retirement: TRS
Contract Work Year: 240 Days – 8 hours day		
Reports to: Chief Financial Officer		
MINIMUM QUALIFICATIONS		
3-5 years of Payroll, Benefits, Accounts Payable or Bookkeeping Experience Physical Activities: Routine physical activities that are required to fulfill job responsibilities Knowledge, Skills, & Abilities: Written and oral communication; typing, math aptitude.		
GOAL		
Processes payroll and benefits for the district.		
ESSENTIAL DUTIES & RESPONSIBILITIES		
<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance. ● Provides superior customer service; answers questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures; excellent organizational, multitasking, and analytical skills. ● Demonstrates the ability to use discretion in matters that are sensitive in nature and require confidentiality. ● Intermediate or better skills in Excel, Word, Google Sheets and Docs and other software. ● Processes new hire onboarding in various payroll and benefit platforms. ● Communicates to new employees benefit offerings, enrollment platforms and deadlines. ● Processes new hire pay calculation information from Financial Officer to be entered in various platforms. ● Monthly reviews and enters employee leave and substitutes into PCG and reconciles reports for accuracy. ● Monthly reviews and enters supplemental pay for bus drivers, ticket takers, after/summer PLUS program summer school and other various activities. ● Monthly reviews and updates payroll garnishments and submits required reporting information to appropriate agencies. ● Monthly tracks FMLA, PPL Extended Leave, Leave Without Pay, Comp Time, and hourly paid coaches and communicates with employees. ● Monthly updates employee benefit and tax withholdings due to mid-year changes. 		

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- Monthly reconciles all payroll benefit's billing and deductions. Prepare adjustments as needed and communicate with vendors on any issues.
- Monthly remits benefit payments in a timely manner and prepares manual billing when required.
- Monthly prepare and submit reports to the State Health Benefit Plan, TRS, PSERS and Mutual of Omaha.
- Monthly calculates and enters the employer paid benefit for PSERS employees to the appropriate account codes.
- Weekly reviews daily SHBP proof bill; verifies elected coverage on the SHBP site; calculates arrears and enters data into PCG.
- Annually assists with the new hire event, benefits open enrollment and sick leave bank enrollment.
- Communicates with terminated employees (separation notice, final paycheck, benefit end dates, and COBRA eligibility).
- Responds to verification of employment requests, as needed.
- Annually prepares and transmits pay calculation worksheets for all non-certified employees. Updates on an as needed basis.
- Responsible for Accounts Payable for payroll benefit vendors.
- Informs the Financial Officer of situations and circumstances which require special attention. Schedules and coordinates appointments/meetings for the Financial Officer.
- Performs other duties as assigned by administration.
- Composes, types, and transcribes correspondence. Answers phone/e-mail correspondence and provides information in a professional/supportive manner or directs to the correct administrator.
- Prepares monthly financial reports; coordinates non-technical projects. Provides information or handles routine business in absence of or as delegated by the Financial Officer.

IMPORTANT NOTES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Specialist). It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process. The board of education and the Superintendent may accept alternatives to some of the above requirements.

Revised: February 2025