EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Payroll & Benefits Specialist
Department	Payroll Department
Reports To	Payroll Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Payroll & Benefits Specialist assists in processing the payroll and employee benefits of the school district, performs related data processing functions, and other related work as required. This position works with a variety of internal and external key parties to complete all tasks while providing a high level of confidentiality and customer service.

Essential Job Functions

- Accurately processes and enters data for payroll and benefits preparation.
- Effectively presents information and responds to questions from internal key parties, outside organizations, and the general public.
- Performs data entry to maintain databases within the financial software.
- Exercises sound judgment and makes appropriate decisions in a manner consistent with essential duties and responsibilities.
- Interprets and communicates the various provisions of the payroll and benefits processes.
- Completes payroll and benefits reports and reconciliations as needed.
- Respond to employee inquiries regarding benefits eligibility, enrollment procedures, deadlines, and required documentation.
- Review and process employee benefit enrollment requests, changes, and terminations in accordance with plan rules and timelines.
- Evaluate and verify qualifying life events (QLEs) ensuring appropriate documentation is received and eligibility requirements are met.
- Coordinate benefits administration related to employee leaves of absence (LOAs), including updating and/or ending benefit coverage in accordance with plan provisions and organizational policies.
- Demonstrates excellent teamwork and works cooperatively with other department members to ensure tasks are completed accurately and successfully.

Ancillary Job Functions

- Participates in developing department goals, objectives, and processes.
- Offers suggestions to improve processes.

- Tests financial system updates as needed.
- Perform additional duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Two years or more of payroll, accounting or general office experience.
- Extensive experience working in Microsoft Word and Excel.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- An Associate degree in Accounting or an equivalent field and/or more than two years of recent payroll and benefits experience in an organization of comparable size.
- Proficiency in the use of payroll hardware and software.
- Experience working with employee benefit plans.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently with minimal supervision.
- Ability to work responsibly with confidential information.
- Ability to provide quality customer service to internal key parties, outside organizations, and the general public.
- Ability to exercise reliability, responsibility, dependability, and fulfill obligations.
- Ability to establish and maintain effective communications with district employees.
- Ability to function under pressure.
- Ability to demonstrate attention to detail and thorough completion of tasks.
- Ability to develop and maintain work deadlines.
- Ability to perform work with a high degree of accuracy.
- Working knowledge of payroll and benefits procedures.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer/desk for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Ability to communicate verbally and in writing so others will understand.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.