

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Payroll and Benefits Coordinator  
**Job Family:** Financial Services  
**Department:** Finance  
**Typical Work Year:** 12 months

**Pay Grade:** Managerial/Technical  
**FLSA Status:** Non-Exempt  
**Prepared Date:** July 25, 2017

**SUMMARY:** Accurately and efficiently process payroll in accordance with federal and state laws, and district policies. Generate PERA, unemployment insurance, federal, state, and local tax reporting, in addition to maintaining current employee benefit records. Foster a positive and professional environment that leads to continuous improvement efforts in the Finance Departments. Provide backup to other staff accountants in the department as time permits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Efficiently and accurately process payroll and stipends.
- Accurately interpret and process garnishments/tax levies in compliance with all legal requirements.
- Update and maintain organized payroll and benefits selection records.
- Submit timely payroll taxes and other deduction payables. Prepare IRS form 941 and any other required payroll tax forms.
- Administer access to retirement options through payroll deductions.
- Audit and reconcile a wide range of personnel action changes and payroll documentation for all employees.
- Prepare and distribute W-2 and ACA returns to District employees.
- Educate and support staff in all aspects of payroll practices, protocols, policies, laws and regulations.
- Solicit bids for employee benefits and work with the insurance advisory committee for direction on medical benefits. Coordinate and process employee benefits transactions, including handling paperwork, inputting data into systems, maintaining accountability of insurance and COBRA, and paying insurance billings.
- Reconcile payroll and benefits with the general ledger and prepare monthly payroll and benefit journal entries.
- Provide support with the preparation of annual audit information.
- On a daily basis, the payroll specialist/staff accountant will maintain and foster positive and professional employee interactions, delivering outstanding customer service to employees.
- Perform other duties and manage special projects as assigned.

**EDUCATION AND TRAINING:** Associate of Arts (AA) degree or equivalent, plus training and/or technical courses in payroll and accounting or any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job duties and responsibilities of the position. Bachelor degree in related field preferred.

**EXPERIENCE:** 3-5 years of experience in computerized payroll processing for 100+ employees, including general accounting. Experience in employee benefits including health, dental, 401k or 403b and vision preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required. Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) is preferred, or willingness to obtain certification within 12 months. Criminal Background Check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Demonstrate a high-level of proficiency in the use of technology.
- Perform payroll related functions, including accounting, in a way that exemplifies excellence in wage payment practices as measured by accuracy, promptness, regulation compliance, and reliability.
- Demonstrate a deep-rooted sense of duty, high moral standards and clear self-purpose, which serves to accomplish the mission of the district and department and exemplifies our core values.
- Demonstrate high organizational skills such as planning, flexibility, prioritization, cooperation, and closure, which support high personal expectations for quality in the work place and deliver a high level of customer service.
- Demonstrate optimism in both expressive and receptive communication skills while developing sincere positive relationships with fellow employees and others.
- Knowledge of current payroll procedures, Fair Labor Standards Act, and all wage and hour laws.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) practices, tax laws and regulations preferred.
- Ability to interpret, promote and enforce Board of Education policies, District policies and building/department procedures.
- Ability to identify opportunities for improvement and effectively manage and lead payroll improvement initiatives.
- Ability to work under tight timelines with creativity and flexibility and deal with difficult and confidential issues.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with computerized payroll applications and electronic time keeping systems.
- Extremely proficient with Microsoft Office Suite (Excel, Outlook).
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Director of Finance

**Direct Reports:** None

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for entering journal entries related to payroll transactions.
- Responsible for assisting the Finance Director with assigned budgets.