

JOB DESCRIPTION

Job Title Payroll/Benefits Administrator

Date Prepared 11/01/2022

Department Finance (Billing)

FLSA Status Non-Exempt

Position Reports to Finance Manager/Treasurer

Wage Range TBD

JOB SUMMARY:

The Payroll/Benefits Administrator position at the district encompasses administrative duties, benefits, and payroll processing. Compliance with District policies, federal and state taxes and benefit plans is required. Tasks assigned will facilitate effective leadership at the District and may include special projects and reports. Individual must maintain confidentiality of sensitive and privileged information.

JOB DUTIES AND RESPONSIBILITIES:

Payroll/Benefits

1. Administer and maintain District benefit plans. Update benefit plans, comply with federal and state regulations, payroll taxing requirements, and provide and assist employees with plan documentation.
2. Set up employees, update earn codes and deductions, process monthly payroll and balance to general ledger.
3. Responsible for the monthly, quarterly, and annual reporting of benefits and taxes. Process all payments for tax and benefit liabilities.
4. Complete knowledge of District policies. Verify that all payroll, benefits, and taxes adhere to the district policies and federal and state requirements. Recommend updates to plans and policies as needed.
5. Knowledge of general ledger account codes and accrual accounting.
6. Administer hiring process of new employees (on-boarding) and termination of employees (off-boarding). Administer annual open enrollment.
7. Maintain an organized database filing system; personnel files, payroll files, tax files, and benefit plans as required for operational efficiency and Records Management.

Administration

8. Administer Vendor list, process applications and advertise annually. Approve vendors and verify mandatory bidder responsibility criteria. Assist Contract Administrator with Bids. Assist with various office administrative tasks including processing mail.
9. Public Records Officer administers public record requests and assists in organizing, storing, archiving, and destroying paper and electronic files. Maintain official records for public disclosure.
10. Prepare Board packets, agendas, minutes, policies, and resolutions. Assist with Board meeting preparations. Publish documents on website as required.
11. Administer workplace development program and coordinate travel.
12. Special projects as assigned.

13. Contributes to a positive work environment and promotes positive public relations. Provides support for all other office staff as required and assigned.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum four-year degree in related field of study, plus five years of payroll experience, or any equivalent combination of education and experience. Must pass criminal background and credit history checks and other appropriate testing and requirements.

Skills, knowledge, and abilities:

1. Perform highly responsible and confidential administrative duties with discretion.
2. Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
3. Experience in administering employee benefit plans such as insurance and retirement plans.
4. Experience in processing payroll, payroll deductions, payroll reporting, tax preparation and reporting, and all other responsibilities required to completely process payroll.
5. Knowledge of federal and state rules and regulations for payroll, taxes, and benefits.
6. Knowledge of general principles, methods, techniques, and practices of accounting, preferably in the utility industry.
7. Proficiency with Microsoft Office 365 and ability to adapt to new software programs.
8. Ability to maintain comprehensive electronic records and reports.
9. Skill in preparing, reviewing, verifying, and entering routine accounting transactions into a computer system.
10. Skill in performing mathematical computations, including addition, subtraction, multiplication, division and calculating percentages.
11. Skill in maintaining an elevated level of service under stressful conditions.
12. Skill in communicating effectively verbally and in writing.
13. Skill in establishing and maintaining effective working relationships with fellow employees, other agencies, elected officials, and the public.

PHYSICAL REQUIREMENTS:

Physical requirements of this job include being able to sit, stand, reach, demonstrate manual dexterity, twist, talk, hear, and see. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, perform light lifting, and frequent walking.

PERIOD OF INTRODUCTION - The person appointed this position shall be under an introductory period for 3 months.