

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Of Payroll And Benefits

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to oversee and manage payroll and employee benefits process and to assist with personnel-related matter. The position is responsible for overseeing scheduled and unscheduled payroll calculation and processing, maintaining related records and reports, supervising the work of support staff as assigned, and performing related administrative, supervisory and technical work as assigned. The position works independently, reporting major activities through periodic meetings.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Plan, manage, coordinate and carry out payroll system and accounting period including pay rate and benefit changes, deduction changes, new hires, terminations, etc.

Supervise and maintain the process of the employee payroll, check requests and distribution.

Responsible for the payment of insurance premiums and other employee benefit-related bills and the accuracy of payroll bank account reconciliation.

Maintain employee benefits programs; implement regular system and individual employee changes and track all information related to benefits programs, including: eligibility, troubleshooting with carriers on behalf of the District or employees, record-keeping, communication and regular and special administrative functions.

Maintain records and carryout administrative functions for special benefits such as COBRA, Workers' Compensation, etc.

In conjunction with other involved offices, assist in the preparation of employee contracts during regular employment cycles and for new hires at other times, including proofing of computer runs, correction of errors, and investigation of problems. Compute contracts with special terms of appointment, prepare deductions, and so forth.

Provide employee orientation packets and thoroughly review District benefits programs with newly hired employees.

Assist in developing, drafting, implementing, interpreting, and enforcing a wide range of District personnel policies and procedures.

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Organization and maintenance of District personnel records systems related to various personnel functions (employment, benefits, the staff job classification and pay plan, individual personnel files, and so forth.)

Developing, evaluating and revising Payroll/Benefit operating policies, procedures and forms related to personnel and payroll matters and special projects as assigned.

Review of all agreements for the Payroll and Benefits departments.

Assist in the preparation of various internal administrative reports, as well as various reports for government agencies and professional organizations.

Administration of unemployment, workmen's compensation, and employee retirement.

Supervise, and control district workflows, provide training and monitor daily activities of staff assigned to payroll and benefits.

Responsible for keeping the District abreast of current developments in relevant government regulations, court decisions, and higher education personnel practices.

Provides training of both District and school staff responsible for payroll functions.

Establishes and implements guidelines, deadlines and procedures for the processing of District payroll; coordinates the use of assigned data processing software for payroll record-keeping.

Coordinates the calculation of salaries, overtime payments, leave, certification status and eligibility for benefits of full-time and temporary employees.

Serves as the District's principal contact in the calculation and processing of employee retirement benefits, approved tax-sheltered annuities, Section 125, Social Security benefits, cafeteria plan insurance benefits and other employee benefits. Coordinates with Finance Office personnel to ensure proper accounting, and budget projections.

Posts payroll to ledger; reconciles deductions and benefits after each payroll Creates, balances and files Retirement System reports; completes retirement forms for employees.

Compiles data for and prepares various payroll/financial records and reports as required by the District and other agencies.

Attends and participates in various District meetings as required.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

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Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills.

Performs routine clerical tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

#### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

#### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

#### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

#### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

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## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a Bachelor's degree or the equivalent of four years of college or vocational school education in business, accounting or related field plus four years of relevant experience.

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Ten years of experience from which comparable knowledge and skills are acquired may be substituted for the education requirements.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

#### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

#### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

#### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

### **American With Disabilities Act Compliance:**

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ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director of Finance & Performance

**Supervises:**

Payroll and Benefits Personnel

PAY GRADE: From: DD To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 2/27/2024