

**SOMERS PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Payroll/Benefits Coordinator

**REPORTS TO:** Business Manager

**OVERVIEW:** Receives direct supervision from the Director of Business Services, who outlines policies, assigns duties and reviews work for conformance with standards. Performs regular duties on own initiative, exercising a high degree of judgement and tact, and reports to the Director upon completion of assignments. Consults with the Director on unusual problems and on complex technical questions. Works independently planning and organizing work according to standard office procedures.

**QUALIFICATIONS:**

- A. The skills and knowledge required would generally be acquired with an Associate's Degree in Accounting, Business Administration, or a related field, and four years of progressively responsible office payroll, accounting, or bookkeeping experience, or any equivalent combination of education and experience.
- B. A working knowledge of payroll, accounting and bookkeeping principles, methods and practices, and the ability to apply and adapt established methods to varied financial transactions. Ability to apply principles of business administration to resolve practical issues and deal with a variety of concrete variables in situations where only limited standardization exists is required.
- C. Must be able to acquire a proficiency in departmental computer applications, including State Department of Education interfacing applications, and have a good working knowledge of Microsoft Word and Excel, and familiarity with related applications (i.e. Access and PowerPoint). Must be able to utilize school district's email system. Ability to understand financial software, operate independently and utilize technology skills to problem solve. Must be able to examine, analyze and interpret financial system records and to recommend improvements for increased accuracy, efficiency and productivity.
- D. Must be able to acquire a working knowledge of Board of Education policies, procedures, and structures. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic and schedule form. Must have the ability to organize and maintain diverse data, files and records.
- E. Ability to maintain effective working relationships with staff, Town officials, vendors and the public, and to deal with public relations issues courteously and tactfully.

**DUTIES & RESPONSIBILITIES:**

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- A. To administer the payroll and employee benefits programs following all established general office procedures efficiently, accurately and in a confidential manner and in accordance with proper auditing regulations.
- B. Process, post, verify, print and distribute payroll checks for all active employees per established payroll schedule.
- C. Work with management, software consultants, unions and employees to maintain an up-to-date, comprehensive in-house computerized payroll accounting system.
- D. Prepare direct deposit files; transmit ACH files to meet transfer deadlines; dial-in ACH bank verifications and authorization for transmission.
- E. Calculate, post, verify and distribute financial data for payroll deductions (i.e. taxes, retirement deductions, insurance premiums, tax shelter deductions, etc.).
- F. Prepare monthly, quarterly, yearly financial statements as required by federal and state governments (i.e. W-2, Federal & State tax return, Department of Labor employer wage & research information reports meeting all deadlines.)
- G. Calculate and maintain Teacher Retirement Board (TRB) health and retirement deductions for all certified personnel. Create and transmit monthly TRB data files and initiate monthly wire transfers of TRB contributions.
- H. Reconcile bank statements.
- I. Administer employee benefits (i.e. medical insurance coverage, life insurance coverage, retirement, etc.) by providing and processing the proper enrollment forms and by calculating and applying respective payroll deductions.
- J. Administer medical insurance benefits for qualified retirees including depositing monthly retiree checks, calculating and disbursing monthly TRB contributions and communicating all rate changes to retirees.
- K. Calculate and process the monthly insurance bills including retiree co-pays, employee co-pays, calculating and requesting Board co-pay from accounts payable and communicating to our insurance brokers/carriers any bill discrepancies identified.
- L. Maintain employee pension information and provide data to actuaries as required. Based on requests from employees and terminated employees, initiate pension transactions including corresponding with actuaries for pension benefit pay-outs.
- M. Prepare salary and benefits projections and reports to monitor budgets and for budget planning.

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- N. Calculate and process employment verifications as received.
- O. Maintain a comprehensive employee database to provide reports as needed.
- P. Communicate with Town Treasurer Office to ensure accuracy of information.
- Q. Provide information and data to auditors for annual audit of department financial records as directed.
- R. Performs special assignments, studies, and other related duties as directed.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.*

**SALARY:** Determined annually by the Board of Education

**SUPERVISES:** Not applicable

**LENGTH OF WORK YEAR:** Twelve months

**DATE:** 10/22/19