



PARKROSE SCHOOL DISTRICT
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Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

Payroll & Benefits Specialist

Pos 361

Parkrose School District

Salary Range: \$70,109 - \$81,275, PLUS employer-paid retirement, and generous benefits package

Hours: 40 hours per week

Days: 240 days per year

Deadline: Open Until Filled; **Applications received by May 24, 2024, will be given first consideration.**

Overview:

The Payroll & Benefits Specialist performs technical and confidential accounting work in the maintenance of the district's computerized payroll system for multiple groups of employees. The employee receives records and processes all data required to assure the timely disbursement of payroll checks, fringe benefit payments, and other related payments. Must maintain accurate information for all active permanent employees in the OEGB Benefits System including adding new hires, processing terminations and reconciling the invoice monthly.

The Payroll & Benefits Specialist is responsible for ensuring the accuracy of payroll records; for the interpretation and effective implementation of the salary system; and for developing computerized or manually prepared payroll reports. While guidelines exist in the form of salary and benefit schedules, Federal and State laws and regulation and district policies, the employee is responsible for interpreting these guidelines in non-routine and unclear situations and making decisions as to the correct course of action. The employee is also responsible for the preparation of monthly, quarterly, and annual reports in conformance with guidelines and time frames.

The Payroll Specialist serves as the Timeclock Plus administrator and maintain a current interface with the payroll system to ensure accurate export of hours and leaves monthly.

Job Requirements:

- **Experience Required:** High School Diploma, GED or higher. Similar work experience in a like field. Bachelor's degree in accounting or related field, or extensive payroll experience preferred. Must be able to multi-task efficiently and with extreme accuracy. Licenses as determined by the District including a valid Oregon Driver License, etc.
- **Education Required:** Completion of high school and equivalent to the completion of a community college program in accounting and/or bookkeeping.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Oregon Department of Education - Criminal Justice Fingerprint Clearance
 - Cost to employee: \$12.50 for fingerprinting; \$66.00 for background check (one-time deduction from first paycheck)

Skills, Knowledge and/or Abilities Required

- **Skills** to operate standard office equipment including use of computer applications, such as Excel, Infinite Visions, Google Suite, etc., use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.

- **Knowledge** of District Policies, accounting and payroll governmental regulations and requirements, and Benefit packages.
- **Abilities** to sit for prolonged periods, work under minimum supervision accurately and with attention to detail; understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Reports to: Director of Business & Operations

To Apply: Candidates will complete the Parkrose application online at [TalentEd](https://talented.org). In order for your application to be complete, you must submit the documents listed below in addition to the application at [TalentEd](https://talented.org):
<https://parkrose.tedk12.com/hire>.

- Cover Letter
- TalentEd Application
- Resume
- Three (3) current letters of recommendation

Applicants with culturally diverse backgrounds are strongly encouraged to apply. Parkrose School District strives to create an inclusive environment that welcomes and values the diversity of our staff and our students. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications as described in a job posting. Parkrose School District is most interested in finding the best candidate for the position, and we encourage you to apply even if you do not believe you meet every described job qualification.

Parkrose is an Equal Opportunity Employer.

Essential Job Responsibilities

- Maintains accurate payroll records which may involve adjustments due to overtime, changes in salary classifications, and other payroll-related items.
- Assures timely disbursement of paychecks. Payroll information is gathered, correlated, checked, salaries and benefits computed and entered into the district's computerized system.
- Assures accuracy and timely payment of fringe benefits and voluntary deductions. The District provides many fringe benefits such as medical, dental insurance, vision and life insurance and retirement benefits. There are also many voluntary deduction programs, such as tax-sheltered annuities (403b's), 457 Plan, IRS Section 125 programs, life insurance and disability income protection.
- Prepares periodic reports as required. These include monthly reports to the Public Employee's Retirement system, state and federal quarterly reports, annual PERS reconciliation, and W-2's.
- Processes required documents to remain in compliance under The Affordable Care Act.
- Balances earnings and deductions and verifies computer records.
- Reconciles vendor invoices to deduction registers.
- Ensure accuracy of PERS reporting which includes completing complex reconciliation between the District's PERS employee retirement data and the data on the State of Oregon's PERS EDX system.
- Schedules and conducts annual insurance meetings to assist employees during the annual open enrollment process for their health insurance benefits.
- Ensure accuracy of employee information in the OEBS system.
- Conducts group and one-on-one orientations with new employees for the purpose of providing information regarding payroll and benefit procedures, explaining their entire health insurance benefit package.
- Coordinates with HR department employees regarding FMLA and /or Paid Leave of Oregon. Calculate and make necessary adjustment to position earnings and leave.
- Maintains records for retired employees' insurance payments.
- Completes all necessary reports for workman's comp. (SAIF)
- Provide and manage negotiation information as it relates to negotiations and budget as directed.
- Ability to produce consistent, accurate work under pressure, with high attention to detail.
- Ability to exercise good judgment in applying policies to transactions.
- Maintain confidentiality
- Ensures Compliance
- Other duties as assigned by supervisor.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.