

JOB DESCRIPTION

Job Title Payroll/Benefit Administrator

Date Prepared 9/21/2020

Department Finance (Billing)

FLSA Status Non-Exempt

Position Reports to Finance Manager/Treasurer

Wage Range \$28.75-36.80

JOB SUMMARY:

The Payroll/Benefit Administrator position at the District performs accounting and administrative functions to ensure compliance with District policies, federal and state taxes, and benefit plans. Duties include the handling of confidential materials and knowledge of privacy requirements. This is a part time position with an estimated 80 working hours per month.

JOB DUTIES AND RESPONSIBILITIES:

1. Administers and maintains compliance for the District benefit plans. Maintains and updates employee benefit plans, federal and state regulations for such plans, and payroll taxing requirements; provides employees with plan documentation; and answers employee questions on plan benefits.
2. Processes monthly payroll and monthly draw. Requires the ability to work with third-party software programs and understand the programs' requirements to accurately process payroll. Must have extensive experience with federal and state payroll taxes and the consequences of the tax deductions.
3. Reports monthly, quarterly, and annual taxes and creates supporting documents for processing payments for such tax liabilities. Maintains an electronic database with all payroll tax reports and payments.
4. Reviews District policies and verifies that all payroll, benefits, and taxes adhere to the District policies and federal and state requirements. Identifies discrepancies in policies and provides recommendations to correct any errors.
5. Prepares and inputs monthly payroll general ledger entries.
6. Coordinates the hiring and on-boarding of new employees. This includes working with a third-party human resources contractor, advertising for positions, reviewing applications, facilitating interviews, verifying references, and maintaining a detailed file with all hiring process records. Assists with the termination documentation for employees that separate from the District.
7. Maintains an organized filing system for personnel files, payroll files, tax files, and benefit plans as required for operational efficiency and Records Management.
8. Administers COBRA benefits for past employees.
9. Contributes to a positive work environment and promotes positive public relations. Provides support for all other office staff as required and assigned.
10. Performs other duties as required and assigned.

MINIMUM QUALIFICATIONS:

Minimum 2-year degree in related field of study, plus ten years of payroll experience, or any equivalent combination of education and experience.

Skills, knowledge and abilities:

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

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, and perform light lifting.

Must also pass criminal background and credit history checks and other appropriate testing and requirements.