

Category: Clerical **Non-Union**
Location: General Fund
Revised/Reviewed: **January 29, 2018** ~~August 9, 2017~~
Adopted:

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Title: Payroll/Benefits ~~Clerk~~ **Supervisor**

Report to: Director of Finance

Length of Contract: 260 Days, 12 Months

Employment Status: Non-Union, Non-Exempt

Qualifications:

1. **Associate degree in business related field. ~~Minimum requirements of High School diploma or equivalent, associate degree preferred.~~**
2. Minimum of Three (3) years of recent and relevant experience in accounting, payroll and benefits.
3. High degree of proficiency in office procedures and protocols.
4. Proficient in standard office equipment and word processing/business software applications and efficient use of current office technology.
5. High proficiency in spreadsheet applications.
6. Excellent organizational skills.
7. Good quality written and oral communication skills.
8. Currently or have ability to become certified as Business Office Specialist.
9. Driving may be necessary for this position which would require a valid driver's license.

General Description: The role of the payroll/benefit **supervisor** ~~services~~ **employee** is to provide quality services to all departments, and work effectively with all constituents of the DIISD, **and supervise and evaluate payroll/benefits staff in the Business Service Consortium.**

Essential Functions:

1. Must have regular and reliable attendance.
2. Able to effectively **give and** take direction, as well as, work independently and as a member of a team.
3. Able to work and communicate effectively with students, parents, staff, schools and community constituents.
4. Accurately pay all contracted and hourly employees according to LEA or Business Service Consortium (BSC) policy.
5. Submit and balance all payroll and insurance reports.
6. Provide insurance information to management and employees.
7. Transmit/Pay all necessary payroll deductions and withholdings.
8. Alternate duties once a year with a payroll clerk of another district within the BSC to insure a complete backup of jobs.
9. Provide support to the LEA's relating to your **Payroll** job duties.
10. Maintain orderly payroll/insurance/personnel files.
11. Maintain confidentiality for LEA employees and the BSC.
12. Attend workshops pertaining to your job as directed.
13. Process all additional Federal and State payroll requirements.
14. Prepare electronic data for direct deposit.
15. Responsible for ORS and any other required reporting.
16. Prepare and run a biweekly payroll check run.
17. Provide a complete backup for the BSC payroll positions.
18. **Supervise and** assist consortium members with Payroll/benefit related issues.
19. **Perform annual evaluations of BSC payroll staff.**
20. **Assist** ~~Provide~~ Director of Finance with **contract negotiations as needed.** ~~requested payroll information~~
21. Prepare time allocation/verification and data sheets.
22. Assist employees with FMLA, workers' compensation and benefits.
23. Update and revise BSC electronic forms on an as needed basis.
24. Assist Director of Finance with human resource function (if requested) including, but not limited to posting internal/external job postings, preparation of interview applicant grid, and compilation of salary/benefit information.

Other Duties and Responsibilities:

1. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and productive member of society.
2. Adhere to the DIISD Code of Ethics.
3. Ability to carry out other associated duties as assigned by administration.
4. Follow all policies or agreements of the BSC.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluid, and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Dickinson-Iron Intermediate School District By-Laws and Policies, which are available online at the DIISD website at www.diisd.org. These are also housed in the Superintendent and Departmental Offices, during normal business hours.

Signature of Staff Member

Date