

## **JOB DESCRIPTION**

### **Wood Dale School District 7**

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**TITLE:** Payroll/Benefits Specialist

**QUALIFICATIONS:**

1. High school diploma including courses in bookkeeping, accounting, business English, and mathematics.
2. Two years' experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned.
3. Demonstrated competence in the use of business machines and financial accounting software.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Chief School Business Official

**JOB GOALS:** To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Receives and computes all payrolls, making deductions for income tax, retirement, health and medical insurance, and other appropriate deductions.
2. Maintains records covering all employee deductions and benefits.
3. Maintains and updates records for salary contracts, substitute pay tracking, and fixed stipend positions.
4. Manages Frontline Time and Attendance (Electronic Timesheet Submission) records and imports them into payroll.
5. Prepares withholding, social security, tax returns, and all other tax forms relating to payroll matters.
6. Prepares and submits payroll reports to TRS and IMRF on a timely basis.
7. Responsible for proper delivery of payroll funds to employees each pay period.
8. Completes online transmission of funds and data to TSA and retirement companies each pay period.
9. Assists employees with supplemental retirement accounts, such as 403(b), TRS SSP, and IMRF VAC plans.
10. Runs payroll reports requested by the CSBO to check accuracy of payroll.

11. Mails checks to those employees who are absent during summer months.
12. Verifies all amounts before and after checks are machine processed.
13. Prepares employee W-2's for delivery to employees and federal submission.
14. Oversees the Open Enrollment Process for employee benefits and is the liaison between the benefit managers and the district. Also, performs health, life, and dental insurance form processing.
15. Oversees and organizes wellness initiatives for district employees.
16. Maintains current records of employee benefits and deductions.
17. Performs Audit of Affordable Care Act records of employees.
18. Assures compliance with healthcare regulations of employee benefits.
19. Assists employees with questions and provides appropriate forms.
20. Manages general supplies of the district for schools and staff.
21. Invoices groups for custodial overtime and building use fees for facility use.
22. Monitors postage meter; replenishes as necessary.
23. Prepares bank deposits and delivers them to the bank.
24. Manages compliance with Mandated Training modules assigned by the district.
25. Keeps records of tuition reimbursement and post-graduate course credit approvals for teaching staff.
26. Performs secretarial duties for the District Office. Includes answering phones, assisting with document management, helping customers of the district.
27. Performs other duties assigned by the Chief School Business Official or designee.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Nonprofessional Personnel.