

JOB TITLE: Benefits Coordinator
REPORTS TO: Business Manager
WORKS WITH: Other central office administrators, secretaries, certified and classified staff.

QUALIFICATIONS: High school diploma or equivalency; experience preferred; strong skills in detailed and accurate work; excellent math and computer skills; good interpersonal relationships skills.

TERM OF EMPLOYMENT AND HOURS OF DUTY: 12-month contract; 8:00 a.m. to 5:00 p.m.; one hour for lunch break and A.M. and P.M. break.

JOB SUMMARY: Works as the payroll clerk and benefits coordinator for the district.

PERFORMANCE RESPONSIBILITIES:

1. Prepares payroll and payroll deductions.
2. Prepares final payments for existing employees.
3. Calculates monthly time sheets and substitute pay.
4. Prepares W-2 forms and related reports including quarterly state unemployment reports and the monthly state retirement report.
5. Monitors the payroll system.
6. Acts as the designated district contact for SDRS and submits required forms and reports to SDRS.
7. Advises payroll personnel regarding deductions and benefits changes.
8. Assists in management of district insurance program, flexible benefit and reimbursements.
9. Acts as the business office representative on the district insurance committee.
10. Maintains all records on leaves and vacations.
11. Records attendance and benefit accumulations.
12. Enrolls new employees for and explains district benefit and deduction programs.
13. Conducts exit interviews for information related to retirement program, COBRA, health insurance program, employment termination information.
14. Other duties as assigned by business manager.

EVALUATION: Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

BOARD RELATIONS: Provide information to board members upon request and attend all board meetings as requested by the superintendent or his designee.

PUBLIC RELATIONS: Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of enabling all students to succeed in an ever-changing world.