

Confidential Secretary – Payroll/Health Benefits Coordinator

BOARD OF EDUCATION DENVERVILLE

Position: Confidential Secretary - Payroll Bookkeeper (Payroll/Health Benefits Coordinator)

Responsible to: Board Secretary/School Business Administrator

Qualifications:

- High School Diploma, BA/BS degree preferred. Some bookkeeping or accounting courses are desirable.
- Minimum two years of successful payroll or related accounting experience, preferably in a school district environment and knowledge of health benefits information.
- Strong working knowledge of pensions, unemployment insurance, state and federal taxes, tax shelters and IRS requirements.
- Proficient in bookkeeping, computer and calculator usage. Some accounting skills are desirable.
- Ability to communicate and work effectively with outside payroll service vendors, the bank, as well as all staff members.
- Must be accurate, precise, well organized, and attentive to detail.
- Perform benefits administration.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Terms of Employment: 12 Months as per Work Rules

Goal: Prepares the school district's payroll, complies with Federal and State filings, pension reports, maintains all related records in an accurate and timely manner, and performs benefits administration..

Duties and Responsibilities:

- Assist employees with enrollment in benefits programs
- Keep employee benefits records up to date.
- Inform employees of any changes to their benefits.
- Prepare employment contracts and letters of intent for all staff.
- Be responsible for all aspects of split net (semi-monthly) payroll.
- Continually maintains and updates payroll records.
- Prepares timesheets for payroll and/or utilizes on-line system communicates effectively with the software vendor.
- Calculates overtime and supplemental pay for all employees.
- Prepares state and federal reports and request reimbursements as required

- Prepares payments to agency designations including taxes, pensions, tax shelters, garnishments, and other deductions.
- Makes all payments on schedule.
- Reconcile payroll and agency accounts.
- Responds to employee inquiries.
- Participates as needed in the annual audit.
- Assists the Business Administrator and Superintendent in preparing materials used in labor relations/contract negotiations. This includes assistance in the preparation and maintenance of accurate scatter-grams used in the collective negotiation process; as well as memoranda concerning Board bargaining positions.
- Has access to files concerning negotiations, including payroll information of existing employees, Board strategy memoranda, and Board Counsel correspondence.
- Assists in preparation of various reports and materials for the use by the Board's negotiators in collective negotiation.
- Maintains step on guide and salary information for all staff.
- Assists in preparing materials for Board Meetings (packets) which may contain background information which involve confidential labor relations matters, including the Board's own potential and actual proposals.
- Performs other duties as assigned by Supervisor.

Adopted: October 25, 2021