

SUPERVISOR OF PAYROLL AND EMPLOYEE BENEFITS
(Lakeland Central School District)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for the direction and coordination of the district's payroll and benefits functions. Incumbent is responsible for the maintenance of the employee records as to rate of pay, deductions and other information necessary for compilation and processing of payrolls. Incumbent maintains medical and dental database which includes enrollment data, claims submission and payments. This position involves considerable contact with employees, administrators, department heads, as well as state and local agencies. Supervision is exercised over employees assisting with payroll work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates, supervises and assists in the processing of the school district's payroll based upon timesheets and/or automated timekeeping system reports for each employee;

Compiles and maintains a complete payroll record for each employee including all payroll deductions such as for health/dental insurance, social security tax, savings bonds, group insurance, union dues, deferred compensation, retirement, loans, etc.;

Supervises, coordinates and prepares time and attendance changes, appointments, salary increases, promotions, resignations, terminations, changes in insurance rates, leaves of absence without pay and any other changes affecting the payroll in accordance with established procedures;

Oversees the auditing of payroll to ensure compliance with garnishments, tax changes, deferred compensation and flex-spending accounts, etc. as well as federal and state laws; Supervises the reconciliation of payroll accounts within the financial system;

Schedules and coordinates work assignments to ensure accurate and timely completion of payroll schedules;

Conducts research activities and compiles statistics, cost figures and other data related to an assigned subject matter;

Responds to inquiries as to payroll procedures, social security, retirement rates, health insurance, etc. verbally, by email or in writing;

Administers flex-spending accounts as well as maintains all flex enrollment data;

Plans and oversees the district's open enrollment campaign; maintains all enrollment data for employees and dependents;

Provides orientations and explanation of benefits programs to employees;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares and processes periodic reports and forms for retirement, personnel transactions, and employee wage verification; responds to requests from unemployment bureau, workers compensation, social security, IRS, etc.

Makes determinations of allowable yearly reimbursement limits based upon individual's insurance plan specifications;

Verifies enrollment and termination dates of insurance for new, terminated and retired employees; provides explanation of COBRA benefits and maintains COBRA enrollment records;

Uses computer applications software in the performance of the job.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern payroll procedures and employee benefit programs and procedures; good knowledge of Social Security and Retirement Laws; working knowledge of federal, state and local law that impact on salary, pension, and benefits administrations, rules and regulations with respect to payroll preparation; familiarity with the principles and practices of office management; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to make accurate computations; ability to deal effectively with administrators, faculty, employees and the public; ability to lead the work of others; courtesy; tact; good judgment; honesty; integrity; dependability; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) a Bachelor's Degree* in Accounting, Finance, Business or closely related field and two (2) years of experience in payroll which involved employee benefits functions and must have included one (1) year in a supervisory capacity; or (b) an Associate's Degree* in Accounting, Finance, Business or closely related field and four (4) years of experience in payroll which involved employee benefits functions and must have included one (1) year in a supervisory capacity; or; (c) Seven (7) years of experience in payroll which involved employee benefits functions and must have included one (1) year in a supervisory capacity.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.