

**SURRY COUNTY PUBLIC SCHOOLS  
BENEFITS COORDINATOR/FISCAL TECHNICIAN  
JOB DESCRIPTION**

Job Title: Benefits Coordinator/Fiscal Technician  
Salary Index: .58  
Reports to: Director of Finance  
FLSA Status: Non-Exempt

**SUMMARY**

Performs Benefits Coordinator/Fiscal Technician duties in the Surry County Public Schools by performing the following duties.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

- Assists employees with retirement planning.
- Assists employees with completing retirement and insurance applications.
- Forwards any and all information to Virginia Retirement System regarding employee retirement on a timely basis.
- Receives and screen incoming calls as necessary.
- Processes payroll using the Bright System.
- Processes payroll for all school system employees utilizing time entry information from principals and/or supervisors.
- Processes all employee and employer deduction checks.
- Processes the Direct Deposit file as set forth in the ACH Processing Schedule.
- Processes all monthly, quarterly and yearly reports as required by local, federal, and state governments.
- Remits all employee and employer deductions to respective vendors.
- Processes all yearly W-2s and process the diskette transmittal of W-2 information to the Social Security Administration.
- Accepts and process employee leave time utilizing the Bright System.
- Verifies all payroll information before and after checks have been processed.
- Makes sure all payroll checks, deduction checks, and reports are to be forwarded to the Finance Director for approval before signatures are affixed to the checks.
- Completes Virginia Retirement System report monthly utilizing software provided by VRS.
- Reconciles Health Insurance billing to checks processed.
- Reconciles all deduction billings to checks processed.
- Performs other such tasks as are assigned by the Superintendent.

## **SUPERVISORY RESPONSIBILITIES**

The job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or related degree or at least one year related experience and/or training; or equivalent combination of education and experience.

## **SKILLS and ABILITIES**

Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS**

Ability to effectively operate all general office equipment (copy machines, computer, printers, etc.)

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.