



BENEFITS AND PAYROLL COORDINATOR

Department: Administrative

FLSA Status: Exempt

GENERAL PURPOSE

Responsible for gathering all required payroll data, including timesheets, W-2 forms, benefits information, direct deposit forms and tax filing documents. Updates all payroll data regularly. Ensures all timesheets are accounted for in a timely manner and resolves any other issues with timesheets. Manages the paying out of benefits. Communicates with employees and answers any questions concerning payroll.

ESSENTIAL JOB FUNCTIONS

- 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.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required.

- One year related experience and/or training.
- OR equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of government and county regulations and codes.
- Knowledge of current payroll and accounting practices.
- Skill in managing multiple priorities and tasks at once.
- Skill in managing and maintaining extensive digital and physical records.
- Skill in working with data entry and word processing programs.
- 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.

WORKING CONDITIONS

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal. **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. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date