

Franklin County Community School Corporation

Job Title	Payroll/Benefits Coordinator			
Position Type	<input checked="" type="checkbox"/> full time <input type="checkbox"/> part time	<input type="checkbox"/> certified <input type="checkbox"/> classified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> as needed

Job Purpose: The purpose of the Payroll/Benefits Coordinator is to execute the payroll functions of the school corporation as well as administer corporation benefits.

Duties:

1. Shall operate a system of accurate personnel accounting and reporting.
2. Shall prepare Regular (and Temporary) Teacher, Administrator, Extra-curricular activity and Summer School contracts for printing, signing and distribution.
3. Shall implement school personnel salary schedules and fringe benefit programs.
4. Shall prepare and implement bi-weekly payroll for Certified and Classified employees.
5. Shall bi-weekly upload the current payroll information to the following websites:
 - a. the payroll bank
 - b. INPRS (TRF and PERF)
 - c. EFTPS (941 information)
 - d. Indiana State Child Support
 - e. OMNI (403(b) employer and employee contributions).
6. Shall implement a contract breakdown to the payroll function.
7. Shall prepare all billing and remitting of payroll deductions and balance to the fund report.
8. Shall prepare reports and correspondence relating to payroll and personnel.
9. Shall deduct and report garnishments as directed.
10. Shall link all receipts to the appropriate bank in the business system.
11. Shall bill Athletic Director for employees that “work” at athletic events.
12. Shall prepare and distribute “new employee packets” to all new hires.
13. Shall create and distribute employee badges and barcodes.
14. Shall implement employee insurance programs.
15. Shall maintain and file personnel records and files.
16. Shall record and maintain absence records using AESOP.
17. Shall oversee and manage employee timecards (Veritime).
18. Shall maintain Workman’s Compensation files, forward accident reports, and claims.
19. Shall notify COBRA of qualifying events.
20. Shall remit all reports and processes required by law for the payroll process: quarterly, yearly, and for the fiscal year including Form 941, W-2’s, State and Local Tax reconciliation, 1095C, etc.
21. Shall assist in compiling Employee Insurance Bid Specification information.
22. Shall provide information to the Superintendent of Schools for cost projections for contract negotiations and budget preparation.

23. Shall maintain financial records for FICA; for Federal, State, and Local Taxes; for PERF; and for State Retirement Deductions.
24. Shall provide auditors from the State Board of Accounts, documents as requested.
25. Shall continue professional growth and development by attending trainings, conferences, and meetings.
26. Shall assist in monitoring the two-way radio as needed.
27. Shall assist in answering phones as needed.
28. Shall perform other duties as requested by the Corporation Treasurer, Assistant Superintendent, or Superintendent.

Skills/Qualifications:

1. Minimum of high school diploma or equivalent.
2. Minimum of two (2) years of work experience maintaining financial accounts and records or an Associate's Degree in Accounting or Business.
3. Holds or is willing to obtain a Human Resources Specialist certification through the Indiana Association of School Business Officials (IASBO).
4. Willingness to participate in professional development, i.e., Komputrol training, training by current insurance carriers, etc., upon request.
5. Possess a firm understanding of computer and payroll-related software needed to perform the job.
6. Demonstrates accuracy in mathematics and close attention to detail.
7. Present his/her self in a professional manner when communicating with bank personnel, insurance providers, employees and co-workers.
8. Ability to maintain strict confidentiality.
9. Possess knowledge of State Board of Accounts, and State and Federal regulations relating to payroll and employee benefits.
10. Demonstrate knowledge of School Board policies and procedures.
11. Other qualifications as determined by the Corporation Treasurer and Superintendent of Schools.

Evaluated by	Corporation Treasurer
	The employee shall be evaluated annually.