

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE January 13, 1988  
 LAST REVISION DATE November 2014  
 BAND & GRADE C-4-2-10

POSITION TITLE Payroll and Benefits Manager

IMMEDIATE SUPERVISOR Accounting Coordinator

Job Summary (Basic Purpose of Position)

To properly and efficiently prepare payroll working papers and reports assuring that each pay period will be completed on time.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.0 CALCULATE, PREPARE AND DISTRIBUTE EMPLOYEE PAYROLL</b>  1.01 Post and balance payroll totals 1.02 Calculate federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payrolls. 1.03 Balance regular payroll runs together with voided and adjusted checks to determine federal and state taxes to be paid in accordance with allowable deadlines. 1.04 Prepare adjusted payrolls for lost checks and corrections. 1.05 Build and maintain employee payroll files in accordance with collective bargaining agreements and terms and conditions of employment policies to determine pro-rated salary amounts when necessary. 1.06 Compute semi-monthly pay rate and salary	B2 B2 B2 B2 B2	48%		Knowledge of: 1. District policies and procedures. 2. State and federal regulations for payroll withholding. 3. Negotiated agreements. 4. Telephone procedures. 5. Mathematical procedures. 6. Staff concerns. 7. District employee insurance policies. 8. Computer technology/programs. 9. Records retention requirements. 10. Data management	1.01 Payroll totals balanced and posted. 1.02 Federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payroll checks were calculated correctly. 1.03 Regular payroll runs together with voided and adjusted payroll checks to determine federal and state taxes to be paid in accordance with allowable deadlines were calculated correctly. 1.04 Adjusted payrolls consisting of voided and adjusted checks were prepared correctly. 1.05 Employee payroll files were built and maintained in accordance with

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limit.				systems.	collective bargaining agreements and terms and conditions of employment policies. Pro-rated salary amounts were determined when necessary.
1.07 Determine longevity and combine where applicable.	B2			11. Word processing software.	
1.08 Determine new pay rate and combine where applicable.	B2			12. Database software.	
1.09 Determine salary deductions and combine where applicable.	B2			13. Spreadsheet software.	1.06 Semi-monthly pay rates and salary limits were computed correctly.
1.10 Determine voluntary payroll deductions.	B2			14. District computer system.	1.07 Longevity was determined and combined where applicable.
1.11 Determine the most appropriate formula methodology to use reflecting accurate calculation and payment of retro-active salaries and benefits for each employee contract and/or policy ratification.	C4			15. Office equipment	1.08 New pay rate was determined and combined where applicable.
1.12 Calculate, prepare, and distribute payroll.	C4			Ability to:	1.09 Salary deductions were determined and combined where applicable.
1.13 Determine necessary timelines for processing each payroll and distribution of payroll checks.	B2			1. Communicate with staff.	1.10 Voluntary deductions were determined and combined where applicable.
1.14 Verify personnel payroll forms for proper account numbers and other information; and correct errors as necessary.	A1			2. Organize work.	1.11 The most appropriate formula methodology to use reflecting an accurate calculation and payment of retro-active salaries and benefits for each employee group after late contract ratification was determined.
1.15 Prepare and balance all payroll reports, including quarterly wage reports, W-2's, TRA and PERA within state and federal guidelines.	C4			3. Maintain confidentiality.	1.12 Payroll was prepared and distributed in a timely manner.
1.16 Maintain payroll general ledger accounts.	C4			4. Work under pressure.	1.13 Necessary timelines for processing each payroll and distribution of payroll checks were determined in a timely manner.
1.17 Prepare statistical data when requested.	B2			5. Work with numerical data.	1.14 Personnel payroll forms were verified for proper account number and other information. Errors were corrected when necessary.
1.18 Supervise and evaluate payroll clerk.	C4			6. Maintain accurate records.	1.15 All payroll reports were prepared and balanced.
1.19 Meet with new and current employees regarding payment options.	B2			7. Manage time.	1.16 Payroll ledger accounts were maintained for correctness.
1.20 Process and calculate garnishments and child support amounts to be withheld and paid.	B2			8. Provide excellent customer service.	
				9. Communicate effectively both orally and in writing.	
				10. Use time efficiently.	
				11. Perform under stressful situations and with frequent interruptions.	
				12. Handle staff concerns.	
				13. Use Microsoft Office and Excel spreadsheets.	
				14. Understand payroll deductions and benefits.	
				15. Understand payroll terminology.	
				16. Plan	

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<p><b>2.00 EMPLOYEE BENEFITS</b></p> <p>2.01 Confirm and cost out fringe benefit package for each employee and reflect premium on payroll check.</p> <p>2.02 Compute total annual or monthly District fringe benefit allowance for each employee and apply to payroll.</p> <p>2.03 Compute fringe benefit balance to be paid by each employee for remaining pay period in year.</p> <p>2.04 Compute retroactive allowance for fringe benefits when applicable.</p> <p>2.05 Calculate employee's revised insurance premium when either a benefit or benefit allowance change is made during the year.</p> <p>2.06 Process, balance, and monitor state and federal regulations for employee insurance and tax sheltered annuity obligations.</p> <p>2.07 Transmit online electronic direct deposits, flexible benefit plan allocations, tax sheltered annuity deposits, and payroll taxes.</p> <p>2.08 Meet with new and current employees regarding benefit options.</p> <p>2.09 Process insurance applications, changes, monitor eligibility of insurance, COBRA</p>	<p>C4</p> <p>C4</p> <p>C4</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p>	<p>48%</p>		<p>17. Handle problems promptly and efficiently</p> <p>18. Meet deadlines.</p> <p>19. Demonstrate consistent and reliable attendance.</p> <p>20. Sit for extended periods of time.</p> <p>Skills:</p> <ol style="list-style-type: none"> <li>1. Operate CRT.</li> <li>2. Operate calculator.</li> <li>3. Operate copy machine.</li> <li>4. Operate computer.</li> <li>5. File.</li> <li>6. Operate office equipment.</li> <li>7. MS Office Suite or equivalent word processing, spreadsheet and database programs.</li> <li>8. Operate Skyward Employee Management System.</li> </ol>	<p>1.17 Statistical data was prepared when requested.</p> <p>1.18 Payroll clerk was supervised and evaluated each year.</p> <p>1.19 Payroll payments choices were explained to new and current employees in the District.</p> <p>1.20 Garnishments and child support amounts were calculated, withheld and submitted to proper authority.</p> <p>2.01 Each employee's fringe benefit package was confirmed and cost out and the premium was reflected on payroll check.</p> <p>2.02 Total annual or monthly District fringe benefit allowance for each employee was completed and applied to payroll.</p> <p>2.03 Fringe benefit balance to be paid by each employee for remaining pay periods in year was computed correctly.</p> <p>2.04 Retro-active allowance for fringe benefits when applicable was computed correctly.</p> <p>2.05 Employee's revised insurance premium when either a benefit or benefit allowance change was made during the year was calculated correctly.</p> <p>2.06 Employees insurance and tax sheltered annuity obligations were processed and balanced in compliance with state and federal regulations.</p>
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<p>extended benefit.</p> <p>2.10 Collect and review maximum exclusion allowance calculations for 403B's annually. Collect and process flexible benefit plan program annually.</p> <p>2.11 Meet with retirees, process severance agreements and payments, and benefit options.</p> <p><b>3.0 MISCELLANEOUS</b></p> <p>3.01 Other duties as assigned.</p>	<p>C4</p> <p>B2</p>	<p>4%</p>			<p>2.07 Online electronic files were transmitted to cover the month's direct deposits, flexible benefit plan allocations, tax sheltered annuity deposits, and payroll taxes.</p> <p>2.08 Benefit choices were explained to new and current employees in the District.</p> <p>2.09 Insurance applications and changes were monitored as was the eligibility.</p> <p>2.10 Maximum exclusion allowance calculations were turned in annually for all 403B participants. Also, flexible benefit plan applications were collected and sent to third party administrator.</p> <p>2.11 Severance agreements, payments and benefit options were explained to District retirees.</p> <p>3.01 Other duties were performed accurately and when necessary.</p>
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