

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

ORIGINATION DATE January 13, 1988  
LAST REVISION DATE March 2024  
BAND & GRADE C-4-3-11 (12)  
Supt Discretion JL 12

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>		48%		Knowledge of:	
1.01 Post and balance payroll totals	C4			1. District policies and procedures.	1.01 Payroll totals balanced and posted.
1.02 Calculate federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payrolls.	C4			2. State and federal regulations for payroll withholding.	1.02 Federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payroll checks were calculated correctly.
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.	C4			3. Negotiated agreements.	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 Prepare adjusted payrolls for returned deposits and corrections.	C4			4. Telephone procedures.	1.04 Adjusted payrolls consisting of voided and adjusted checks were prepared correctly.
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.	B2			5. Mathematical procedures.	1.05 Employee payroll files were built and maintained in accordance with
				6. Staff concerns.	
				7. District employee insurance policies.	
				8. Computer technology/programs.	
				9. Records retention requirements.	

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1.06 Compute semi-monthly pay rate and salary limit.	C4			10. Data management 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.	C4			11. Word processing software.	1.06 Semi-monthly pay rates and salary limits were computed correctly.
1.08 Determine new pay rate and combine where applicable.	B2			12. Database software.	1.07 Longevity was determined and combined where applicable.
1.09 Determine salary deductions and combine where applicable.	B2			13. Spreadsheet software.	1.08 New pay rate was determined and combined where applicable.
1.10 Determine voluntary payroll deductions.	B2			14. District computer system.	1.09 Salary deductions were 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	1.10 Voluntary deductions were determined and combined where applicable.
1.12 Internally audit contract balances.	C4			Ability to:	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.
1.13 Calculate, prepare, and distribute payroll.	C4			1. Communicate with staff.	1.12 Contract balances are accurate for remaining payrolls.
1.14 Determine necessary timelines for processing each payroll and distribution of payroll checks.	B2			2. Organize work.	1.13 Payroll was prepared and distributed in a timely manner.
1.15 Verify personnel payroll forms for proper account numbers and other information; and correct errors as necessary.	B2			3. Maintain confidentiality.	1.14 Necessary timelines for processing each payroll and distribution of payroll checks were determined in a timely manner.
1.16 Prepare and balance all payroll reports, including quarterly wage reports (Form 941, Unemployment Insurance, and State withholding), W-2's, 1095-C, TRA and PERA within state and federal guidelines.	B2			4. Work under pressure.	1.15 Personnel payroll forms were verified for proper account number and other information. Errors were corrected when necessary.
1.17 Maintain payroll general ledger accounts.	B2			5. Work with numerical data.	1.16 All payroll reports were prepared and balanced.
1.18 Prepare statistical data when requested.	B2			6. Maintain accurate records.	
1.19 Prepare budgetary data as requested from departments.	B2			7. Manage time.	
1.20 Interview, hire, supervise, train, direct & assign work, and evaluate payroll secretary.	C4			8. Provide excellent customer service.	
1.21 Meet with new and current employees regarding payment options.	C4			9. Communicate effectively both orally and in writing.	
1.22 Process and calculate garnishments and child support amounts to be withheld and paid.	B2			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.	

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1.23 Review and approve all timesheets (paper & electronic).	B2			16. Plan	1.17 Payroll ledger accounts were maintained for correctness.
1.24 Monitor record retention of payroll & benefit documents.	B2			17. Handle problems promptly and efficiently	1.18 Statistical data was prepared when requested.
1.25 Provide data and information as requested by external auditors.	B2			18. Meet deadlines.	1.19 Budgetary data was prepared when requested.
				19. Demonstrate consistent and reliable attendance.	1.20 Payroll clerk was supervised and evaluated each year.
				20. Sit for extended periods of time.	1.21 Payroll payments choices were explained to new and current employees in the District.
				Skills:	1.22 Garnishments and child support amounts were calculated, withheld and submitted to proper authority.
				1. Operate CRT.	1.23 Timesheets were reviewed for accuracy and approved for payroll.
				2. Operate calculator.	1.24 Records are maintained in accordance with the record retention schedule.
				3. Operate copy machine.	1.25 Data is provided as requested.
				4. Operate computer.	2.01 Each employee's fringe benefit package was confirmed and cost out and the premium was reflected on payroll check.
				5. File.	2.02 Total annual or monthly District fringe benefit allowance for each employee was completed and applied to payroll.
				6. Operate office equipment.	2.03 Fringe benefit balance to be paid by each employee for remaining pay periods in year was computed correctly.
				7. MS Office Suite or equivalent word processing, spreadsheet and database programs.	2.04 Retro-active allowance for fringe benefits when applicable was computed correctly.
				8. Operate Skyward Employee Management System.	
<b>2.00 EMPLOYEE BENEFITS</b>		48%			
2.01 Confirm and cost out fringe benefit package for each employee and reflect premium on payroll check.	C4				
2.02 Compute total annual or monthly District fringe benefit allowance for each employee and apply to payroll.	C4				
2.03 Compute fringe benefit balance to be paid by each employee for remaining pay period in year.	B2				
2.04 Compute retroactive allowance for fringe benefits when applicable.	C4				
2.05 Calculate employee's revised insurance premium when either a benefit or benefit allowance change is made during the year.	C4				

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2.06 Process, balance, and monitor state and federal regulations for employee insurance and tax sheltered annuity obligations.	C4				2.05 Employee's revised insurance premium when either a benefit or benefit allowance change was made during the year was calculated correctly.
2.07 Transmit online electronic direct deposits, flexible benefit plan allocations, tax sheltered annuity deposits, and payroll taxes.	C4				2.06 Employees insurance and tax sheltered annuity obligations were processed and balanced in compliance with state and federal regulations.
2.08 Meet with new and current employees regarding benefit options.	B2				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.
2.09 Process insurance applications, changes, monitor eligibility of insurance, COBRA extended benefit.	C4				2.08 Benefit choices were explained to new and current employees in the District.
2.10 Collect and review maximum exclusion allowance calculations for 403B's annually. Collect and process flexible benefit plan program annually.	B2				2.09 Insurance applications and changes were monitored as was the eligibility.
2.11 Meet with retirees, process severance agreements and payments, and benefit options.	B2				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.
2.12 Maintain current knowledge of all collective bargaining agreements as they apply to payroll & benefits.	C4				2.11 Severance agreements, payments and benefit options were explained to District retirees.
2.13 Monitor retiree & COBRA premiums and terminations; submit monthly ACH file to receive payments electronically.	B2				2.12 Understands each bargaining group's payroll & benefits.
2.14 Review & reconcile monthly benefit billings and submit check requests for payment.	B2				2.13 Premium amounts are withheld correctly and balanced.
2.15 Provide reports and data needed for contract negotiation preparation and costing analysis.	C4				2.14 Insurance bills are reconciled and a check has been processed.
					2.15 Reports and data were provided as requested.

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<b>3.0 MISCELLANEOUS</b>		4%			
3.01 Approve ID badge requests.	B2				3.01 ID badge requests are reviewed and approved for printing.
3.02 Other duties as assigned.	N/A				3.02 Other duties were performed accurately and when necessary.