**POSITION DESCRIPTION**

**TITLE:** Assistant Manager Payroll & Benefits  
**LOCATION:** Administrative Service Center (ASC)  
**REPORTS TO:** Executive Director Human Resources  
**DEPARTMENT:** Payroll & Benefits

**SUMMARY STATEMENT:**
Under the supervision of the Executive Director of Human Resources, this position will coordinate and oversee the day-to-day operations of the payroll and benefits department. Specifically, this position will be responsible for the overall functions in the preparation of a monthly payroll for over 3,600 employees in Evergreen Public Schools.

**ESSENTIAL FUNCTIONS:**
1. Responsible for answering a variety of inquiries on payroll processes and procedures; monitors payroll work assignments and schedules; audits work for technical accuracy and provides correction and guidance as necessary.

2. Oversees the monthly payroll process in compliance with deadlines, rules, regulations, legal requirements and established procedures.

3. Interpret and implement District policy and negotiated agreements to determine their effect on pay, leaves, deductions, taxes, retirement, and other employee benefits.

4. Knowledge and ability of adjusting and verifying quarter-to-date and year-to-date payroll totals; research and correct discrepancies; prepare reports for W-2 balancing; prepare quarterly tax reports and balance GL accounts.

5. Responsible for processing and answering garnishment questions, IRS levies, support enforcements, wage assignments, and other court judgments for each payroll; send payments to agencies.

6. Ability to process and answer information requests from agencies such as other school districts, HCA, DSHS, L&I, Treasurer Office, etc.

7. Attend meetings, trainings, in-services, etc., for the purpose of maintaining skills, receiving and conveying information on new and improved procedures, as well as complying with district requirements.

8. Responsible for the preparation of a variety of reports and compose written materials for the purpose of documenting activities, and providing written support and/or conveying information to district personnel, local, county, state and federal agencies.

9. Oversee the process of District employee benefits such as health benefit plans, life, dental, medical, disability, optional insurances, COBRA, worker’s compensation, investment plans (403b), and Section 125. Knowledge in reconciling billings for vendors (i.e. tax sheltered annuities, insurance vendors, credit unions, union dues, savings bonds, United Way donations, district scholarship fund and professional dues); check enrollment rosters and process changes in enrollments; balance checks to billing statements.

10. Involvement with school year start-up processes. Responsible for rolling forward employee information, leave provisions/balances and changes in system according to union contract changes.

11. Resolve discrepancies with payroll and benefits information and ensuring accuracy of records and employee payments.
12. Responds to inquiries (verbal and written) from a variety of sources regarding various procedures and requirements for the purpose of providing necessary information for making decisions, taking appropriate action and complying with established fiscal guidelines, resolving problems, and referring to appropriate personnel.

13. Oversee and participate in monthly pooling calculations and journal vouchers.

14. Serve as liaison between payroll staff and fiscal/HR staff in resolving payroll and benefits concerns.

15. Maintain consistent presence at assigned worksite during regular business hours.

OTHER RESPONSIBILITIES:

Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Walking (33-66%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Attendance</td>
<td>Hearing (66-100%)</td>
<td>Travel (33-66%)</td>
</tr>
<tr>
<td>Lifting Up to 50 lbs. (33-66%)</td>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Bending/Stooping (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Problem Solving (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Customer Contact (66-100%)</td>
<td>Reasoning (66-100%)</td>
</tr>
<tr>
<td>Written Communication (33-66%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Training (Up to 33%)</td>
</tr>
<tr>
<td>Detail Work (66-100%)</td>
<td>Math (66-100%)</td>
<td>Constant interruptions (66-100%)</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

MINIMUM QUALIFICATIONS:

1. Associates Degree in business, accounting or related field; OR minimum five (5) years of experience in a large organization payroll/benefits department. (School district experience preferred)
2. Demonstrated experience and progression in leadership with the ability to communicate effectively.
3. Knowledge of proper English grammar, spelling, and usage in both oral and written communication.
4. Overall understanding of school district account code structures and district/state/federal policies and procedures.
5. Experience in managing complaints with an ability to resolve concerns and demonstrated knowledge of school district retirement and personnel reporting procedures.
6. Demonstrated knowledge and understanding of basic accounting principles, budget and accurately processing payroll.
7. Knowledge and ability to operate PC computer with working knowledge of approved district software (i.e. Microsoft Office, WSIPC/WESPaC, substitute system, Google drive). Ability to operate a variety of office machines including telephone, copier, 10-key calculator by touch, PC computer, etc.
8. Demonstrated ability in handling confidential matters in a professional and timely manner while maintaining positive working relationships.
9. Demonstrated ability to organize, meet deadlines, attend to detail and consistently follow through on tasks.
10. Demonstrated ability to effectively supervise staff and lead a department.
12. Demonstrated experience in critical thinking and analysis skills.

260-261  Days per Year (Includes holidays)
8 Hrs. Per Day

Revised Date: 02/02/2018
Classification: Management-Confidential
Display on Web? Yes

Assistant Manager Payroll & Benefits