POSITION DESCRIPTION

TITLE: Payroll/Benefits Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Payroll/Benefits Manager
DEPARTMENT: Payroll/Benefits

SUMMARY STATEMENT:
The Payroll/Benefits Coordinator is responsible for managing the Benefits Department and will assist in
the preparation of payroll for over 4,000 employees by means of an online computer system. In addition,
the Payroll/Benefits Coordinator performs duties relative to the confidential/sensitive material pertaining to
all employees of the Evergreen School District.

ESSENTIAL FUNCTIONS:
1. Manage day-to-day functions of the Benefits Department and its employees.
2. Assist with the Benefits Fair and open enrollment.
3. Provide training for budget/payroll secretaries regarding timesheet preparation and account code
   structure.
4. Assist with the annual personal leave buyback and sick leave buyback.
5. Assist in Affordable Care Act (ACA) reporting and related documents.
7. Assist in processing of I-1433 paid leave and standard employee leave allocations.
8. Work with the WA State Department of Retirement Systems WBET program for employers.
10. Assist employees with health plan coverage inquiries.
11. Communicate effectively with staff and the general public in person, via telephone, and in writing.
12. Process and input miscellaneous employee data, including payroll authorizations, timesheets and per
    diem forms.
13. Prepare manual warrants and warrant registers.
14. Prepare and audit monthly insurance billings.
15. Prepare monthly, quarterly, and year-end reports.
16. Prepare and maintain microcomputer files using the computer, including spreadsheets and Word and
    Excel for employee related data.
17. Process reclassification of expenditures/journal vouchers.
18. Respond to confidential requests for employment verifications, health and social services, and
    garnishment information.
19. Respond to and research inquiries from district personnel.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

Hearing (66-100%)
Bending (Up to 33%)
Sitting (66-100%)
Pulling (Up to 33%)
Reaching (Up to 33%)
Acceptable Attendance
Vision (66-100%)
Writing (66-100%)
Walking (Up to 33%)
Use of hands/arms for repetitive motion (66-100%)
Speaking (66-100%)
Pushing (Up to 33%)
Standing (33-66%)
Kneeling (Up to 33%)
Lifting/Carrying up to 40 lbs. (Up to 33%)
MENTAL DEMANDS REQUIRED:
- Reading (66-100%)
- Verbal Communication (66-100%)
- Reasoning (66-100%)
- Math (66-100%)
- Constant Interruptions (66-100%)
- Problem Solving (33-66%)
- Customer Contact (66-100%)
- Written Communication (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Detailed Work (66-100%)
- Confidentiality (66-100%)

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

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, telephone, scanner, printer, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of two years of experience in a related field, or equivalent training.
2. General understanding accounting principles.
3. Working knowledge of WESPac/Skyward system.
4. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
5. Demonstrated ability to perform on the computer, including heavy data entry, using Windows environment and related applications. Excel spreadsheet applications preferred.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated ability to communicate effectively.
10. Demonstrated ability to problem solve.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
13. Must possess a good math aptitude.
14. Must be adept at problem solving, including being able to identify issues and resolve problems in a timely manner.
15. Must be organized, accurate, thorough, and able to monitor work for quality.

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

Revised Date: 07/24/2018
Classification: Management/Confidential
Display on Web? Yes

Payroll/Benefits Coordinator