



Dallas Center-Grimes Community School District

Job Description
Prepared/Revised Date: July 2023

Job Title: Payroll & Benefits Specialist

Job Family: School Based Support

Pay Program: Classified

Typical Work Year: 12 Months

SUMMARY: Responsible for the overall operation of the payroll processes and functions related to successful completion and administration of the monthly payroll. Also responsible for the administration of employee benefits, provide expertise and insight on employee benefits. Administer and coordinate daily operations of employee benefit programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Payroll & Benefits Specialist acts as the technical expert related to all payroll and benefit duties. This position oversees payroll processing and benefit administration. The Payroll & Benefits Specialist reviews submitted information, makes corrections and responds to inquiries from internal customers. The incumbent oversees all benefit administration including but not limited to: administering benefit plans, IPERS and 403(b) retirement contributions, and all other benefits.

Job Tasks Descriptions	Frequency
1. Responsible for monthly payroll processing including but not limited to: preparing pre-notes, creating spreadsheets, processing retro benefit deductions, garnishment payments, payroll deductions, calculating pay sheets, confirming payroll cycle, creating direct deposit file, printing pay advices, printing checks, creating IPERS file, running benefits distribution, running general ledger interface and printing payroll reports. Manage final evaluation of all payroll data. Verify payroll changes to new, current and terminated employees.	Monthly
2. Maintain processes to meet federal and state payroll laws. Advise supervisors and time keepers regarding payroll compliance with master agreements and federal and state laws related to payments, benefits deductions and compensation. District trainer for time keeping and absence system, monitor changes for employees and approvers.	Daily
3. Responsible for resolving absence time management system issues and concerns. Assist with routine system maintenance and upgrades. Manage implementation of release tax updates into the district accounting system. Identify, recommend and implement appropriate business process efficiencies in relation to payroll processing. Responsible for staying abreast of changes and updating payroll, time and labor, deduction and rate tables as necessary.	Daily
4. Assist Business Manager as District Plan Administrator for the District saving plan options (403b). Review and electronically submit payments to TSA and benefits vendors and resolve payment issues as needed.	Monthly
5. Resolve payroll issues and concerns with internal stakeholders such as employees, departments and schools through effective communication skills and customer service. Calculate checks as necessary.	Daily

6. Responsible for calculation, preparation and transmittance of monthly and quarterly federal and state tax deposits, unemployment and unemployment wage audits, monthly IPERS Contribution Summary Report and payment and resolve discrepancies as warranted. Stay abreast of IPERS regulations, current events and proposed new legislation. Provide required payroll data to a variety of federal and state agencies. Prepare and transmit tax information and reports to the Iowa Department of Revenue, Internal Revenue Service and Social Security Administration.	Monthly & Quarterly
7. Responsible for set up of W-2 tables annually and the processing of annual W-2's for both current and previous employees, including specific functions attributable to this function. Determine annual payroll timelines and set up pay and time entry calendars for appropriate locations.	Annually
8. Advise and counsel employees on benefit related issues enabling proper and complete utilization of existing and new benefits. Process employee enrollment/change paperwork and conduct employee orientation meetings.	Daily
9. Manage benefits in the accounting system. Review benefit plan rules, premium update, plan changes, work processes, calculation changes, and so forth for all employees.	Daily
10. Update benefit enrollment/changes to accounting system and online benefits systems. Audit reports to ensure accuracy. Input enrollment/change data in a timely manner to coincide with transmittal to vendors and district payroll.	Daily
11. Review and update summary plan descriptions and applicable policies to ensure accuracy of administration in plan documents.	Annually
12. Ensure administrative compliance with numerous federal and regulatory requirements relative to employee benefit plans.	Monthly
13. Manage open enrollment process in a smoothly, user-friendly manner while meeting all applicable deadlines. Conduct employee benefit info meetings.	Annually
14. Audit reports to ensure accuracy. Input enrollment/change data in a timely manner to coincide with transmittal to vendors and district payroll.	Daily
15. Oversees all communication with insurance providers including billing, checking accuracy, coding and payment. Resolves any problems as need.	Daily
16. Manages the flexible spending program including eligibility and appropriate deductions.	Monthly
17. Works with accounts payable for specific funds.	Daily
18. Other duties and ad hoc projects as assigned.	Daily

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Payroll experience preferred.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Extremely detail oriented with a proven track record for accuracy.
- Expert knowledge of payroll and payroll tax rules and regulations in Iowa and Federal Law.
- Ability to maintain a high level of confidentiality and integrity while executing responsibilities.
- Speaks clearly and persuasively in positive or negative situations and listens to get clarification.
- Adept to handling stress.
- Strong work ethic, ability to adapt to rapidly-changing environment.
- Sound independent judgment, analytical and problem-solving ability.
- Ability to make fair, unbiased decisions and stay level-headed in demanding situations.
- Strong organizational skills, and excellent verbal and written communication skills.
- Exceptional interpersonal communication skills with ability to work with various backgrounds and cultures.
- Ability to establish trust and credibility with employees at all levels.
- Consistently demonstrates a high level of professionalism, discretion and customer focus.
- Advanced knowledge of MS office, specifically Excel.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc.
- Operating knowledge of district student information system, benefits online system, and accounting system required within 1 month after hire.
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Business Manager	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands & arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			

Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

July 2023