

**PAYROLL PERSONNEL DIRECTOR**

**JOB SUMMARY**

Organize, manage, and operate the personnel department in an effective manner that adheres to local, state, and federal regulations.

**QUALIFICATIONS**

- Bachelor's Degree (preferred)
- Must possess an in-depth knowledge of all relevant laws, proficiency in MS Word, Excel, and be familiar with local government software
- Strong customer service and communication skills are essential
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Assistant Director of Schools/Director of Schools
- Employee Benefits
  - Coordinate procedures to initiate benefits
  - Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims, and costs; resolve administrative problems with the carrier representatives
  - Install approved new plans and changes by preparing announcement material, booklets, and other media for communicating new plans to employees
  - Conduct employee meetings and arrange for enrollment of employees in optional plans; conduct employee benefits seminars for local personnel
  - Revise and reissue all communications materials on benefits in a systematic and timely manner
  - Advise and counsel management and employees on existing benefits
  - Review and analyze changes to state and federal laws pertaining to benefits, and report necessary or suggested changes to management
  - Handle benefit inquiries and complaints to ensure quick, equitable, courteous resolution
  - Provide assistance as needed to the employee to resolve benefit related problems and ensure effective utilization of plans and positive employee relations
  - Supervise maintenance of enrollment, application, and billing records for all benefit plans
- Payroll
  - Supervise accurate production of payrolls for General Purpose, Special Education, and Federal Funds
  - Ensure payment of all payroll taxes, retirement, insurance, and other related expenses
  - Process all voluntary and court ordered deductions
  - Ensure that payrolls are charged to correct budget accounts
  - Oversee the completion of state and federal payroll reports
  - Promote goodwill between personnel and other departments
  - Assist in development and distribution of annual salary scales
  - Create within payroll system information required to print employee contracts
  - Develop payroll calendar for inclusion in the annual Lebanon Special School District School Calendar
  - Calculate payroll information for preparation of annual budget
  - Present salary and/or position information when requested
  - Oversee completion of monthly and/or annual surveys as required
  - Monitor expenditures from payroll accounts
  - Work cooperatively with auditing firm
  - Determine that absences are reported accurately
  - Maintain and update as necessary all personnel files

## LEBANON SPECIAL SCHOOL DISTRICT

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- Supervise and evaluate payroll administrative assistant
- Assist Director of Schools and Associate Director of Learning with teacher licensing issues
- Verify employment
- Obtain and maintain Notary Public certification and notarize forms as needed
- Perform data entry of new budget codes, deduction codes and employees into computer system
- Perform other duties as assigned by the Assistant Director/Director of Schools