

Litchfield School District - SAU 27

POSITION TITLE: HUMAN RESOURCES - PAYROLL ADMINISTRATOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>5/19/2021</i>
General Purpose:	To ensure the prompt and accurate processing of all payroll related matters and coordinate functions of the Human Resources Department under the direction of the Human Resources Director.
Reports to:	Human Resources Director
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Prepare and process computerized payrolls, making required and voluntary payments and deductions.
- Verify all payroll-withholding reports with appropriate agencies.
- Maintain employee payroll files and supportive records covering all payroll deductions.
- Maintain employee payroll-related data on the computer files.
- Prepare all monthly, quarterly, and yearly payroll related reports and forms and forward to the appropriate individuals, local, State, or Federal agencies in a timely manner.
- Complete all monthly, quarterly, fiscal year end and calendar year end computer payroll procedures, routines, processing and reports in a timely and accurate manner.
- Assign appropriate organization codes to each employee to account for all payroll expenditures.
- Prepare all payroll-related tax and vendor payments.
- Maintain records and charts of all payroll deductions and payments to various local, State or Federal Agencies.
- Oversee district time and attendance system for hourly employees and ensure the system is working correctly.
- Provide training to staff on time and attendance systems and employee related benefit systems.
- Maintain employee time and attendance records, including staff leaves and absences.
- Interface with Human Resources regarding worker's compensation claims and Family and Medical Leave Act occurrences.
- Prepare payroll related correspondence and reports as necessary.
- Oversee the payroll systems.
- Maintain knowledge of all Human Resources benefit programs and procedures.
- Assist staff with payroll related questions.
- Reporter to NHRS annually working retiree hours.
- Prepares New Hire Reports for New Hampshire Employment Security.
- Oversee the maintenance of employee files
- Oversee the maintenance of Human Resources Database.
- Attends workshops, seminars, and professional development courses related to the duties of the position.
- Ensure the Collective Bargaining Agreements are followed.
- Inputs new hire information and employment status changes into the Human Resources Database.
- Process annual accruals. Perform annual rollover and ensure employees receive their correct accruals according to their contracts or collective bargaining agreements.
- Process annual wage increases for all employees in accordance with their contracts. Ensure they are set up properly for new employees.
- Perform pay calculations when needed.
- Assists with annual open enrollment for benefits.

- File unemployment claims
- Process new hire orientations and exit interviews.
- Answer general employee questions as related to Human Resources.
- Track and report all data under the Affordable Care Act.
- Generate yearly payroll calendar
- Perform other tasks as may be assigned by the Human Resources Director.

TERMS OF EMPLOYMENT:

Full Time, Year Round, At-Will, Exempt. Salary established by the Board.

MINIMUM QUALIFICATIONS:

- Associates degree in accounting or finance
- Three (3) years experience in payroll or accounting.
- Prior experience in processing computerized payroll systems.
- Experience in Human Resources
- Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Rarely required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Rarely required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine, and postage meter.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair, table. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8

**Work Performed: Inside: 100%
 Outside: 0%**

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

General office environment.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed. Applicants will be subjected to a criminal background check required by state law.