

Greenfield Public Schools Job Description

Title: Payroll & Benefits Manager

Qualifications:

1. Associate's Degree in human resources or related field, Bachelor's Degree preferred.
2. Experience as a Payroll Manager or Benefits Coordinator. At least 5 years of relevant experience preferred.
3. Previous professional administrative experience or training in payroll and or benefits management will be given priority.
4. Such alternatives to the above qualifications that may be found to be appropriate and acceptable.

Job Goal: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available. Contribute to staff morale by the prompt and accurate handling of payroll and personnel matters.

Reports To: School Business Manager

Evaluated By: School Business Manager

Performance Responsibilities:

1. Oversee New Hire "On-Boarding" Process; benefit enrollment paperwork. Maintain, organize and ensuring all required documents are collected and are maintained in employee files.
2. Responds to a large volume of telephone and email inquiries related to payroll and benefit questions, researching any questions and responding verbally or in writing as necessary.
3. Ability to relay financial information to employees and federal, state and local agencies with tact and diplomacy.
4. Ability to listen well, and communicate the needs and expectations of both the school and its employees.
5. Ability to maintain a positive demeanor throughout even the most difficult situations while interacting with school employees.
6. Communicate with the City of Greenfield Human Resources Department regarding health/dental, flex, life insurance enrollments, problems, inquiries, plan changes, open enrollment.
7. Work closely with the City HR Department and City Payroll Department to ensure that coverage for all employees on benefit plans are calculated and recorded accurately in the payroll system.
8. Oversee the maintenance of employee records in payroll software to include processing and input of new hire and termination paperwork. Ensuring accurate demographic, salary and deduction information.
9. Assist employees with requests for Leave of Absences, FMLA, and ADA accommodations, adhering to government and bargaining unit rules & regulations. Ensure that the City of Greenfield HR Department is updated with the status of employees on leave.
10. Ensure compliance with collective bargaining agreements, federal and state laws, rules, and regulations as wells as City and School policies. Respond to inquiries from management,

employees, collective bargaining unions, and auditors, financial and governmental institutions. Ability to reference applicable laws, standards, guidelines, and best practices.

11. Drafting and issuing contractual notifications and correspondences upon direction of the Superintendent or designee.
12. Manage database for fiscal year salaries, wage rates, payroll calendars, and year-end rollovers.
13. Assists Payroll & Benefits Assistant when necessary to ensure the accurate and timely processing of payroll. Reviews final payroll calculations before processing by the City Treasurer's Office.
14. Work with Business Manager and Assistant Superintendent of Teaching and Learning to ensure accurate alignment of payroll accounts to the budget and grant funds.
15. Works with outside agencies to process employee claims for workers' compensation and unemployment claims.
16. Participate in Workers' Compensation/Safety Committee meetings.
17. Process MTRS employee enrollment, deduction reporting, and processing of retiree applications & inquires.
18. Supervise Payroll & Benefits Assistant and Maintains Payroll & Benefits Office day to day Operations.
19. Maintain payroll guidelines by writing and updating processes, policies and procedures.
20. Ability to post accounts and to perform mathematical computations with speed and accuracy.
21. Attention to detail, coupled with proven problem-solving skills and the flexibility to adapt to changes in order to complete tasks effectively under intense pressure to meet goals and timelines.
22. Ability to manage multiple projects and interruptions while maintain professional decorum.
23. Ability to establish and relay detailed work procedures to staff.
24. Protect city and schools' values by keeping benefit and payroll information confidential.
25. Demonstrate proficiency in the application of computer software generally applicable to accounting and general office operations; experience with Tyler Technologies Munis software preferred, but not required.
26. Ability to work remotely as required.

Physical Requirements: Must be able to lift up to 25lbs. (reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks).

Terms of Employment: Twelve month position, individual contract

Performance Evaluation: Conducted by the School Business Manager in accordance with Greenfield School Committee-approved methodologies.

Compensation: Individually established based on education, experience, and performance evaluations.

Approved by the Greenfield School Committee:

Greenfield Public Schools

Job Description

Title: Payroll & Personnel Assistant

Qualifications:

1. Associate's Degree in human resources or related field, Bachelor's Degree preferred.
2. Experience as a Benefits Secretary or Benefits Assistant. At least 5 years of relevant experience preferred.
3. Candidates trained in benefits and payroll procedures will be given priority.
4. Such alternatives to the above qualifications that may be found to be appropriate and acceptable.

Reports To: School Business Manager and Manager of Payroll & Benefits

Evaluated By: School Business Manager

Job Goal: To assist in the administration of the district's business affairs so as to provide the maximum services for the financial resources available. Contribute to staff morale by the prompt and accurate handling of payroll and personnel matters.

Performance Responsibilities:

1. Conduct New Hire "On-Boarding" Process; which includes sending out and collecting required employment paperwork such as W4 forms, I-9 forms, and benefit enrollment paperwork (following up with employees on missing information).
2. Answer a large volume of telephone and email inquiries related to benefit questions, researching any questions and responding verbally or in writing as necessary.
3. Communicate with the City of Greenfield Human Resources Department regarding health/dental, flex, life insurance enrollments, problems, inquiries, following up with both the employee and the City HR Department.
4. Work closely with the City HR Department, City Payroll Department and the School's Manager of Payroll & Benefits to ensure that coverage for all employees on benefit plans is recorded accurately in the payroll system.
5. Assist with employee inquiries & enrollment regarding benefits and leave accruals.
6. Maintain, organize and ensure all required documents are collected, and are maintained in the personnel and payroll files.
7. Maintain employee records in payroll software to include processing and input of new hire and termination paperwork.
8. Respond to reference checks, employment and income verifications, such as banking, loan forgiveness, etc.
9. Assist with the processing of biweekly payroll, positing of hours worked, accrued leave used and earned. Serves as backup to the Manager of Payroll & Benefits.
10. Process CORI Checks & Fingerprint Suitability as requested.
11. Maintain accrual entries for all employees, according to contracts.
12. Coordinate mailings.
13. Ability to reference applicable laws, standards, guidelines, and best practices.

14. Ability to post accounts and to perform mathematical computations with speed and accuracy.
15. Ability to manage multiple projects and interruptions while maintaining professional decorum.
16. Possess communication skills for relaying financial information to federal, state and local agencies with tact and diplomacy. Additionally, the candidate must be a good listener, and be able to communicate the needs and expectations of both the school and its employees with confidentiality.
17. Ability to establish and follow detailed work procedures and to work both independently and with various department members/groups.
18. Ability to work efficiently, reliably and adapt to change while maintaining high productivity levels under stressful deadlines.
19. Ability to maintain a positive demeanor throughout even the most difficult situations while interacting with school employees.
20. Protects city and schools values by keeping benefit and payroll information confidential.
21. Demonstrate proficiency in the application of computer software generally applicable to accounting and general operations; experience with Tyler Technologies Munis software preferred, but not required.
22. Ability to work remotely as required.
23. Other duties as assigned by the Manager of Payroll & Benefits and/or Superintendent of Schools.

Physical Requirements: Must be able to lift up to 25lbs. (reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks).

Terms of Employment: Twelve month position, individual contract

Performance Evaluation: Conducted by the School Business Manager in accordance with Greenfield School Committee-approved methodologies.

Compensation: Individually established based on education, experience, and performance evaluations.

Approved by the Greenfield School Committee: