

## **RIPON AREA SCHOOL DISTRICT**

### **Job Description**

Department: Office of the Superintendent

Job Title: Payroll and Benefits Manager

Qualifications: Education Level: Minimum of Associate's Degree in related field.

Experience: Minimum of five years combined experience in payroll processing, with experience in public accounting systems preferred. Familiarity with Wisconsin Uniform Financial Accounting Requirements (WUFAR) and current financial software program is preferred.

Other requirements: Ability to operate spreadsheet, word processing, and presentation software. Ability to develop effective working relationships with staff, parents, and the school community. Ability to comprehend both oral and written instructions to carry out complex tasks. Ability to read and interpret documents, including State of Wisconsin reports. Ability to deal with problems involving several variables in standardized and non-standard situations. Must have strong organizational, interpersonal, and communication skills. Must be able to work independently as well as within a team.

Must be able to multitask and handle multiple projects under tight deadlines. Must be able to work independently as well as within a team. Proficient use of current technologies including but not limited to advanced knowledge of MS Office Suite applications including MS Word, Excel, PowerPoint, database management etc. Excellent communications skills, written and verbal, and knowledge of various media.

Reports to: Superintendent of Schools directly; Business Manager indirectly

Job Goals: Coordinating the various processes and procedures of payroll and benefits preparation, operation, and completion, with attention to accuracy and adherence to applicable State and Federal regulations and quality standards.

#### Essential Job Functions/Responsibilities:

1. Demonstrate commitment to assisting employees with an empathetic and customer-service mindset.
2. Respond to employee inquiries by answering questions, resolving issues, and supplying written explanations when necessary.
3. Proactive in identifying opportunities to support colleagues in understanding and navigating payroll and benefits processes in standard and nonstandard situations.
4. Collaborative approach to problem-solving and a genuine interest in contributing to a positive workplace culture.

5. Prepare semi monthly payrolls (including athletic workers, coaches/advisors, extra duty pay, retroactive pay, overtime, BOE, and timesheets) With additional payrolls for Summer School and Contract Completion.
6. Prepare payroll information for annual audit as required by the auditors.
7. Report individual enrollments, terminations, address and name changes to Employee Trust Fund (ETF) and benefit vendors as applicable.
8. Calculate leave of absence salary adjustments when employee goes on unpaid leave and when employee returns to work.
9. Initiate COBRA notices upon hire and termination of employment.
10. Maintain and update payroll processing system including changes to demographics, direct deposit, payroll withholdings, and garnishments.
11. Collect and track payroll hours, insurance, and medical paperwork.
12. Compile and report new hire information as required by WI law.
13. Compile and create files for the annual DPI Staffing Report.
14. Prepare and distribute W-2's annually.
15. Prepare annual reporting and reconciliation for the Wisconsin Retirement System.
16. Administer and prepare required Affordable Care Act (ACA) statements as required by law.
17. Process and prepare reports for unemployment compensation claims and short/long term disability claims.
18. Process wage garnishments, jury duty, and SSM requisitions.
19. Manage and maintain employee absence reporting system.
20. Track and review salary and co-curricular contracts.
21. Prepare and update employment records related to new hires, transfers, promotions, and terminations.
22. Track and manage Physical/TB, HepB vaccinations, and CPR certification dates.
23. Administer onboarding/offboarding practices including new hire and benefits orientation, verify proper educator licensing for staff upon hire, and prepare post-employment benefits for resignations/retirements.
24. Perform employee distribution adjustments as required.
25. Promote and manage open enrollment and mid-year enrollments for benefits. Enter all benefit enrollments/terminations, and COBRA notifications in vendor portals as well as updating the payroll system.
26. Create and report flex spending account (FSA) payroll contributions with each payroll.
27. Review all monthly benefit invoices.
28. Assist in the development and updating of policies and procedures in the Employee handbook.
29. Prepare fiscal year and calendar year employee demographics and payroll reports.
30. Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss problems.
31. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
32. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focuses on quality customer service.
33. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
34. Performs other duties as assigned.

Terms of Employment:           The term of employment for the Payroll and Benefits Manager shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.



**PHYSICAL DEMAND ADDENDUM**  
**Payroll and Benefits Manager Job Description**

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladder to reach heights that are ceiling high and use standard file cabinet in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date