

## POSITION DESCRIPTION

<b>TITLE:</b>	Payroll and Benefit Specialist	<b>SUPERVISOR:</b>	Payroll Manager
<b>DEPARTMENT:</b>	Payroll Department	<b>CLASSIFICATION:</b>	Classified

**I. Accountability Objectives:**

Under administrative direction, processes and interprets the payroll and benefit programs of the Board, performs related payroll and accounting functions; performs other related work as required.

**II. Position Characteristics:**

Salary: On Schedule  
Length of Contract: 12 Months

**III. Position Relationships:**

Reports to: Payroll Manager  
Coordinates with: Business Department personnel, Human Resources Department personnel; district staff  
Type of Coordination: As directed by administrator or others with coordination responsibilities

**IV. Position Qualifications:**

A. Required Qualifications:

High School Diploma; minimum of Associate Degree in Accounting or equivalent experience; demonstrated proficiency in Microsoft Word and Excel; proficiency in computer navigation.

B. Desired Qualifications:

Recent payroll experience in a medium to large organization.

C. Special Requirements:

1. Considerable knowledge of federal, state, and department rules affecting payroll preparation.
2. Considerable knowledge of the district's employee benefits programs.
3. Ability to communicate with current employees, former employees, and the public clearly and professionally both verbally and in writing.
4. Ability to clearly interpret and communicate the various provisions of the payroll and benefit programs according to bargaining unit contracts.
5. Ability to work independently.
6. Ability to function under pressure.

**V. Position Responsibilities:**

A. Maintains and updates employee benefit information which may include, but may not be limited to, Wisconsin Retirement System, medical insurance, dental insurance, and life insurance.

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- B. Files required annual reports and requests payment for monthly billings for employee benefits as assigned.
- C. Assists in various areas of payroll preparation.
- D. Provides backup for Payroll Specialist.
- E. Performs other duties as assigned.

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*Eau Claire Area School District  
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(715) 852-3000 Fax (715) 852-3004*

*New:*

*Revised:* 12/1988, 06/2005, 03/2011

*Location:* R:\Position Descriptions\Classified\Payroll and Benefits Specialist.doc