

PAYROLL AND BENEFITS ASSISTANT

Reports to: Benefits Manager *and*
Payroll Supervisor
Division: Administrative Services

Our ideal candidate

Ideally, you will work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and enjoy working with a team to get the job done. You understand the sensitive nature of your work and it shows in your care when providing great services to the employees you serve.

General description

Performs record keeping, reconciliation, and data entry activities to support the setup, maintenance, and adjustments to payroll for group benefits and employer-paid and non-paid time-off. Provides customer service and communications assistance for employee group benefits programs. Understands and applies applicable federal and state mandates and Education Code regulations regarding employee rights such as FMLA, CFRA, PDL and COBRA. This position requires the ability to understand unique district configurations within a complex, multi-module, fully integrated software system. It also requires using multiple solutions, rather than a one-size-fits-all approach, and being flexible in meeting the needs of individual district setups.

Specific duties and responsibilities

- Monitor, reconcile and adjust employee leave balances. Calculate and process adjustments to leave balances and payroll for excess and/or leave without pay. Train department staff on leave and attendance recording. Provide continuing technical support when needed.
- Monitor various forms of exceptional leaves, including, but not limited to, long-term, workers’ compensation, and catastrophic leaves. Calculate and enter reinstatement of leave reimbursed by worker’s compensation payments and other sources.
- Calculate sick leave, vacation, and personal leave balances. Verify transactions are posted to correct accounts.
- Interact with Human Resources and other departments to assure that information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- Collect, issue, and process open enrollment documentation, claims, and data for other benefits transactions. Receive and process documentation on new employees. Verify information and eligibility for benefits and retirement. Collect and enter employee information into Human Resources, Payroll, and Benefits databases. May assist with posting of pay and benefits data.

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- Receive and respond to questions from employees requiring explanation of benefits, paid leave balances and calculations, and other payroll adjustments. Research, troubleshoot, and identify benefits issues and discrepancies.
- Receive and review short-and-long term disability payments for accuracy and compliance with eligible benefits amounts.
- Serve as a liaison between Third Party Administrators (TPAs) for 403 (b) and 457 (b) plans. Work with employees to setup plan participation and coordinate payroll deductions. Reconcile payroll deductions and arrange for payments to vendors. Transmit data monthly from payroll system to TPAs for 403 (b)s.
- Provide health and welfare contacts for customer service to employees and coordinate vendors to attend health fairs. During Health Fairs coordinate vendor seating and provide nametag tents for vendor tables.
- Process requests for certificates of insurance for programs that host events at off-site locations and assist with other risk management duties as assigned.
- Perform other administrative support and clerical accounting duties such as, but not limited to, scheduling of facilities, vehicles, reconciling of invoices and claims, and preparation of miscellaneous reports, forms, and applications. Reconcile billings and payments of various vendors and unions with deductions included in employees' payroll warrants. Track leased properties for property tax reports, maintain reports for liability insurance, maintain facility key issuance spreadsheets, and maintain inventory lists of select office equipment and service contracts. Revise, maintain, and stock office forms. Monitor the quality and availability of general use office copiers and updates maintenance records.
- Coordinate use of SBCEO fleet vehicles by employees. Book vehicles and provide packets to employees that include Vehicle Use forms, keys, and gas cards. Upon return, verifies mileage, fuel status, and report of vehicle condition and communicates information to M&O Manager. Upon receipt of gas card statement, verify that charges match receipts attached to Vehicle Use forms.
- Maintain SISC database and insurance cards for SBCEO vehicles, pink slips, and various vehicle reports. Coordinate the scheduling of periodic vehicle service with M&O Manager.
- Coordinate scheduling of SBCEO Auditorium, including booking, acquiring certificates of insurance from unaffiliated sponsors, parking, setup, breakdown and cleaning.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education: High school diploma; two years of college course work in bookkeeping, accounting, business, or a similar discipline requiring math may substitute for one year of experience.

Experience: Three years of experience in the maintenance of payroll and financial records

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Knowledge and skills:

- Working knowledge of the practices and terminology of payroll accounting, clerical and office procedures and methods, business mathematics and record keeping
- Knowledge of the laws and regulations governing payroll
- Working knowledge of spreadsheet programs and procedural knowledge of data entry systems for payroll
- Sufficient knowledge of labor and other contracts to properly interpret and calculate leave grants

Abilities

- Learn and apply federal, state, and education laws and codes and procedures for processing payroll
- Maintain accurate payroll and leave records
- Use standard office software and databases
- Perform arithmetic operations quickly and accurately
- Work cooperatively with others and maintain effective working relationships with program staff and co-workers and establish and maintain a calm, tactful, friendly and diplomatic manner
- Work in an office setting engaged in work of a primarily sedentary nature
- Retrieve files and stand at a counter for customer service transactions
- Use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment
- Possess visual acuity to read computer screens, printed material, and detailed accounting information
- Possess auditory ability to carry on conversations over the phone and in person
- Work confidentially with discretion

Licenses and certificates

Valid California driver's license

Working conditions

Work is performed indoors with minimal exposure to health and safety considerations.

Salary range 70

Approved by the Personnel Commission:

Dec. 15, 2011

Proposed revision:

May 25, 2017