

Corvallis School District #1
Position Description

Position Title: Payroll & Benefit Specialist

Application Close Date: Open until filled

Department: Business Office

Reports to: Director of Business Services

Hours: 8:00 am - 4:30 pm weekdays, with some flexibility.

Work year: 12 months/year

Vacation: approximately 2 weeks a year, as defined by state law.

Rate: \$19.00 to \$22.00 - Depends on experience

Health Benefits: 80/20 Traditional plan paid IN FULL for FAMILY with a \$2,000 individual deductible.

Retirement: Montana Public Employees Retirement System

Summary:

- Responsible for the overall operation of the payroll processes and functions related to successful completion and administration of the District's bi-monthly payroll.
- Responsible for the administration of employee benefits.
- Provides assistance to the Business Services team.

Qualifications

- High school diploma
- Accounting/payroll experience required
- Required experience using Excel, Word, and Google data processing applications
- Required experience with accounting and payroll software
- Exceptional personnel skills including conflict resolution required

Essential Duties and Responsibilities:

- Processing bi-monthly payroll for 300 employees including balancing and paying all liability and and withholding accounts
- Administration of health benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and annuity plans.
- Prepares required governmental reports, including but not limited to IRS & W-2s
- Prepare quarterly tax reports
- Respond to all unemployment claims
- Assists with new-hire orientations