

**Medical Lake School District #326
Medical Lake, Washington**

CLASSIFIED POSITION ANNOUNCEMENT

**Payroll Officer
Administration Office
Medical Lake School District**

Posting Date: April 29, 2019
Closing Date: Open until filled

Posting #	1819.63
Superintendent:	
_____ Date _____	
Personnel:	
_____ Date _____	
New Employee:	

Start Date:	

Replacing:	

SUMMARY OF ASSIGNMENT:

This position is technical in nature and requires special knowledge, attention to detail, and the ability to handle situations with minimal supervision. Process payroll in accordance with procedures, laws, requirements, and guidelines of various agencies and collective bargaining agreements. Knowledge of procedures, laws, requirements, and guidelines of various agencies, which deal with payroll and benefit processing required. Knowledge of accounting required as well as ability to interact with employees and benefit providers regarding payroll issues.

PERFORMANCE RESPONSIBILITIES:

1. Determines salary placement of various classifications of employees based on applicable salary schedules.
2. Process employee timesheets; reviews regular time worked, overtime, vacation and leaves; maintains accurate records.
3. Compiles all payroll and benefit information; monitors and verifies payroll and benefit data; and ensures appropriate timelines are met.
4. Processes and enters payroll information from employee source documents including W-4 detail, tax deferred annuities, garnishments, IRS Section 125, dues, direct deposits, tax codes and other deductions and personal information.
5. Uploads substitute pay as part of the monthly payroll process.
6. Reconciles all data to ensure accuracy.
7. Processes payments for sick and vacation leave buy back and cash out.
8. Maintain appropriate communication with benefit providers; process and reconcile vendor billings and ensure accuracy of payments and balances; reconcile retirement system balances on a monthly basis. Balance and disburse payments to various payroll vendors.
9. Maintains and performs insurance pool calculations and inputs appropriate data into employee files.
10. Provide orientation regarding payroll matters for new employees.
11. Debrief and close out terminating employees. Assist terminating employees regarding COBRA benefits and retirement.
12. Prepares and reconciles W-2s for distribution at year-end.
13. Monitors and administers state and federal healthcare law changes (ESSB 5940 and Affordable Care Act.)
14. Processes and audits workers compensation claims and related calculations.
15. Assist in other business office functions as required

QUALIFICATIONS:

Minimum Required Qualifications:

1. At least 3 years' experience with full payroll responsibilities in an organization with a computerized payroll system. Experience must include calculating, input, and reconciliation of payroll and benefits and interpretation of laws, policies, and guidelines concerning payroll preparation.
2. Possess knowledge regarding W-4 statements, retirement forms, medical, dental, life, vision, and salary insurance, workman's compensation, unemployment, and retirement processes.
3. Minimum High School diploma. AA degree or college work in business and finance or experience in a similar job in a school or company setting is preferred.
4. Basic accounting knowledge.
5. Technical knowledge of federal, state and local laws, regulations and policies governing public school district payroll.
6. Demonstrated knowledge of the preparation and use of Excel and Word documents at the intermediate level.
7. Ability to set priorities and meet deadlines.

Desired Qualifications

1. At least 3 years experience as full charge payroll responsibilities in a Washington public school payroll system.
2. Demonstrated knowledge and experience using the WESPAC/Skyward and AESOP systems.
3. Knowledge of Federal, state, local and district laws, regulations, policies and guidelines pertaining to payroll processes.
4. Knowledge of laws and procedures relating to Washington State Department of Retirement Systems, Department of Labor and Industries, and Department of Employment Security.

IMMEDIATE SUPERVISOR(S): Director of Finance

TERMS OF EMPLOYMENT:

This position is a 40 hour-per-week, salaried full-year position that may require overtime at the beginning of the school year (September/October). Benefits are according to district policies and applicable laws. The salary range is \$60,195. - \$71,615. DOE.

APPLICATION PROCEDURE:

Current Employees:

Please submit a letter of interest addressing your qualifications.

Other Applicants:

Please apply online through FastTrack at www.mlsd.org, navigate to the Employment page.

Questions regarding applications can be directed to:

Debra DuPey, Human Resources Specialist
ddupey@mlsd.org or 509-565-3120