



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent Performs a wide variety of technical record keeping duties of the human resources department; provides information, monitors and processes documents related to credentials; processes claims and correspondence related unemployment; maintains data base on certificated and classified staff.

Job Title:

Payroll- Benefits-STAR Reporting
Coordinator

Revised Date:

11-13-17

Job Description: Coordinates all Payroll – Benefits – STAR Reporting

Payroll Responsibilities:

- Performs a wide variety of technical record keeping duties of the human resources department and provides information, monitors and process documents related to credentials.
- Completes and processes verification of employment documents and related correspondence.
- Enters new employee data into personnel/payroll computer system, determines appropriate information and makes adjustments as necessary.
- Completes unemployment insurance claims and submits to carrier; composes and forwards reasonable assurance letters to appropriate personnel.
- Compiles periodic reports related to staffing, applicant flow, and employee ethnicity; requests various lists and reports through the county computer system.
- Provides orientation for all new staff; prepares and processes related documents.
- Prepares and submits reports to local, county, state, and federal agencies as required.
- Serves as back-up for other department functions.
- Initiates and completes surveys for salary, benefit and staffing data.
- Compiles all payroll information to complete Bi-Monthly Payrolls and handles all payrolls Accounts Payable for Bi-Monthly payrolls (Benefit, Taxes Reporting, TRA and PERA Reporting etc.)
- Compiles and reconciles EDRS (Special Education) reporting.
- Maintains employee's on-line payroll enrollment and access.
- Comparable Worth reporting

Benefits Responsibilities:

- Performs a variety of technical, accounting and clerical duties in support of the District's employee benefits program; processes enrollment, maintains records; assists employees as needed; provides assistance with liability and workers' comp claims.
- Conducts group and individual orientation sessions to explain benefit plans, enrollment options, coverage and filing of claims.
- Enrolls, adds, and deletes individuals on benefit plans; changes benefit status of employees, retirees, dependents, and terminated workers; conducts annual open enrollment.
- Reconciles billings and premiums; determines, requests, and remits premium payments; processes medical voluntary deductions and balances contributions; calculates pro-rated premiums for part-time employees as requested by health care providers; assists individuals with resolving claim problems and questions.
- Maintains a variety of files and records including participant status; enrollments, eligibility, and related information, using computer systems; conducts surveys to update records; assigns codes to identify and categorize plan participation.
- Establishes, maintains and coordinates COBRA, AB528 and retiree benefits.
- Collects, compiles, and summarizes a variety of data.
- Maintain and distributes supplies of benefits information, claims forms, and related materials.
- Responsible for implementing Affordable Care Act processes and procedures, as they come due.
- District Work Compensation contact. Liaison with insurance company for claims which are open.

STAR Reporting Responsibilities:

- Maintain information on employee job assignments for Semester reporting (November and April)
- Maintain salary system schedules for all employees.
- Coordinate with schedulers in High School and Middle School to make sure Educators assignments are in line with Minnesota licensure.

- Complete Highly Qualified Report in conjunction with the STAR Report.

Other Responsibilities:

- Reconciles monthly bank statements for Payroll, District main, Community Education and Athletic accounts.
- Workers Companion point of contact –Files first report of injury and annual report.
- Discover and initiate new innovative procedure to establish a more efficient work flow.
- Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Finance	Employment Status:	Full-time
Employment Type:	Contract or Employee	Manages Others:	No
Annual Salary Range: Plus Longevity begins after 10 years	See current contract	Band-Grade-Sub Grade: State Job Match Points:	D-6-1 353

Qualifications:

- Minimum of 1-3 years of experience in a similar profile is preferred.
- Excellent communication skills, ability to deal with candidates and employees at all levels.
- Strong attention to detail and good interpersonal skills.
- Strong decision making and problem solving skills.
- Ability to multi-task in fast-paced dynamic environment.

Career Level:	Mid Career, Management, Executive/Director	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent, Certification/Diploma, Associates or Bachelor's Degree		

Non-Union

Approved By: Brad Sellner	Date Approved: 11-1-13
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