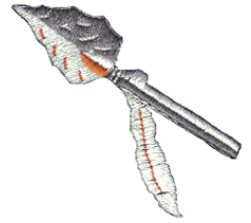


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Payroll and Benefits Specialist**

Date: January 2017

**Range Assignment: Confidential**

#### **Qualifications:**

- Experience with computerized payroll systems
- Experience with federal and state tax regulations including electronic transmissions
- Experience with computerized spreadsheets
- Ability to communicate effectively using tact, courtesy and good judgment
- Ability to perform basic math computations accurately
- Ability to work with accuracy, attention to detail and to meet deadlines
- Ability to understand and execute oral and written instructions, policies and procedures
- Ability to physically perform assigned duties. Duties are performed primarily in an office setting requiring hand-eye coordination in the efficient operation of office machines and long periods of sitting at a computer
- Ability to maintain efficient interdepartmental communications
- Maintain integrity of confidential information relating to students, staff or district patrons
- The ability to work harmoniously with others

**Reports to: Business Manager**

#### **Performance Responsibilities (Essential functions):**

- Perform work of a complex nature in accordance with established procedures and guidelines under general supervision
- Perform complex payroll functions to ensure accurate, complete and timely processing and distribution of the payroll
- Prepare required payroll reports including federal and state quarterly and annual reports
- Process payment of specific payroll liabilities
- Assist in preparing special reports or projects requiring extensive research, interpretation or auditing of financial and statistical data
- Analyze payroll system to recommend improvements to meet operational objectives
- Answer questions from District staff regarding wages, deduction, payroll calculations and procedures, and benefits

- Serve as administrator of benefits systems
- Provide data regarding payroll and benefits as requested for negotiations
- Perform other related duties as may be required or requested by the supervisor or Superintendent
- Cultivate and model a respectful working and learning environment
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Follow all District policies, work procedures and reasonable requests by proper authority

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**Physical Requirements:**

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)      O – Occasionally (.5 – 2.5 hrs per day)  
 F – Frequently (2.5 – 5.5 hrs per day)      C – Continually (5.5 – 8 hrs per day)  
 N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					X
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation					X
Using foot control	X				
*Pushing/pulling Max weight: 25 lbs		X			
**Lifting/Carrying		X			

Max weight: 25 lb					
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

**Terms of Employment:**

Benefits as defined in the Confidential Employee Compensation Plan. Contract is 261 days per year.

I have reviewed the above position and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date