



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *HR/Payroll Assistant*

**PURPOSE OF POSITION:**

To support the HR/Payroll Coordinator in his/her efforts with district administration and staff on all issues related to employee compensation, benefit, and qualifications for employment

**REPORTS TO:** *School Business Administrator*

**PERFORMANCE RESPONSIBILITIES:**

1. To implement the policies of the Triton Regional School District
2. Exercise initiative in establishing or revising files to meet current needs and demands for materials and information
3. To assist the HR/Payroll Coordinator with:
  - preparation and maintenance of all employee and retiree health, dental, and life insurance premium payments and records
  - preparation and maintenance of all verification of employment, unemployment insurance audits, etc
  - recording absences, overtime, personal, sick, bereavement, professional and vacation leave
  - receiving all payrolls, making deductions for income tax, retirement, savings bonds and accounts, health and medical insurance, direct deposit, and the like
  - preparing reports and checks for proper agencies covering all deductions
  - preparing of monthly payroll and personnel reports to the district, state and federal governments
  - assisting all employees with the completion of tax, retirement, immigration, and health insurance forms
  - maintenance of records of the professional licensure of district wide employees, acting as a resource and contact for HQT status
  - maintenance of records of qualifications and experience based movement on approved salary schedules
4. Such other tasks as may from time to time be assigned by the School Business Administrator

**QUALIFICATIONS:**

- A minimum of an Associate's Degree, Bachelor's Degree preferred, or equivalent experience.
- A minimum of 3 years' experience in a Payroll and/or HR setting
- Efficient user of Microsoft Office and basic computer skills
- Efficient user of computerized HR/Payroll systems
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

**ATTRIBUTES:**

- Committed to the core values of the district
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

**TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 260 Days
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$40,000 - \$55,000

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel