



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *HR/Payroll Coordinator*

PURPOSE OF POSITION:

To provide consistent leadership to 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. Assist the Assistant Superintendent in the review, development, and implementation of personnel and payroll policies and procedures
3. Exercise initiative in establishing or revising files to meet current needs and demands for materials and information
4. Prepare and maintain all employee and retiree health, dental, and life insurance premium payments and records
5. Prepare and maintain all verification of employment, unemployment insurance audits, etc.
6. Prepare warrants for employee benefit programs and voluntary deductions
7. Record absences, overtime, personal, sick, bereavement, professional and vacation leave
8. Receive and compute all payrolls, making deductions for income tax, retirement, savings bonds and accounts, health and medical insurance, direct deposit, and the like
9. Prepare reports and checks for proper agencies covering all deductions
10. Maintain records covering all deductions
11. Assist in the preparation of monthly payroll and personnel reports to the district, state and federal governments
12. Assist all employees with the completion of tax, retirement, immigration, and health insurance forms
13. Prepare benefit calculations for district budget
14. Prepare and send employee retirement and TSA (Tax Sheltered Annuity) information to the proper agencies
15. Manages Unemployment process with contracted Third Party Administrator
16. Assist in the preparation of the annual EPIMS Report for all employees
17. Prepares federal and state statistical employer reports

18. Maintains records of the professional licensure of district wide employees, acting as a resource and contact for HQT status
19. Maintains records of qualifications and experience based movement on approved salary schedules
20. Perform such other tasks as may from time to time be assigned by the Assistant Superintendent

QUALIFICATIONS:

1. A minimum of an Associate's Degree, Bachelor's Degree preferred, or equivalent experience.
2. A minimum of 5 years' experience in a Payroll and/or HR setting
3. Efficient user of Microsoft Office and basic computer skills
4. Efficient user of computerized HR/Payroll systems
5. 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: \$60,000 - \$80,000

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