



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Payroll and Benefits Specialist

Employee Group: Administrative Assistant

Classification: AA-L4

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Human Resources

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Proficiency in oral and written communication skills and excellent customer service
3. Working knowledge of benefits administration and employee management software with three to five years experience.
4. Advanced computer skills and ability to operate office equipment.
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:

Post-secondary degree in human resources, business, or related field

Job related experience in schools, public sector or governmental payroll or benefits

Knowledge of software currently used in the district- Skyward, Google and Microsoft Suite

Additional training or education related to payroll, Skyward, and benefits administration.

General Responsibilities:

Works in conjunction with the Payroll Specialist and Employment & Benefits Specialist to jointly process employee wages, benefits and contract information in an accurate, efficient and timely manner, ensuring compliance with federal, state, and local regulations, as well as district policies. This position requires a high level of accuracy, confidentiality, and attention to detail to ensure that all employees are paid correctly and on schedule, receiving their assigned benefits. Collaborates closely with team members to accomplish objectives established by the Director.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

ESSENTIAL FUNCTIONS:

1. Prepare, process, and reconcile the district's twice-monthly payroll for all employee groups using Skyward.
2. Coordinate administration of employee benefit plans, including health, vision materials only plan, dental, life, short term disability, long-term disability, flexible spending, 403b, 457, Mid-America HRA and Wisconsin Retirement plans.

3. Process and send direct deposit, tax and retirement payments electronically.
4. Balance, reconcile, process and communicate budgetary checks and reports for each payroll run for the review of the Business Services Office following all business services internal controls and procedures for financial practices.
5. Collaborate with department staff to ensure that all employee payroll data is accurately entered for various employee groups by importing new District staff payroll/contract information and update voluntary payroll deductions, special pays, w-4, wt-4, retirement and direct deposit data.
6. Prepare annual employee and retiree notices for health insurance dual choice, dental enrollment, and flexible spending plan enrollment. Complete required notices relating to Medicare eligibility, HIPPA, certificates of creditable coverage, COBRA and required 403b notices. Coordinate annual distribution of Wisconsin Retirement statements
7. Comply with all payroll tax requirements, including local, state, and federal regulations and filing local state and federal payroll tax returns. Process and file w-2, wage statements and WRS annual reports. Work with tax agencies to resolve any outstanding issues.
8. Ensure compliance with federal and state wage and hour laws, Wisconsin Retirement System (WRS) requirements, IRS regulations, and other applicable mandates.
9. Prepare contract adjustments, retro payments, absent without pay reports and maintain necessary paperwork for tax sheltered annuities.
10. Balance out insurance changes with monthly billings. Maintain benefit election screens on Skyward and/or in files.
11. Maintain administrator, teacher, and support staff wage/salary, position assignment and FTE data on Skyward Employee Management and spreadsheets.
12. Maintain detailed payroll records and ensure compliance with record retention requirements.
13. Coordinate and conduct individual and group meetings to present benefit information for new employees and inform employees of benefit changes. Maintain up-to-date carrier forms and policy booklets for distribution to staff.
14. Prepare reports as required by State and Federal Regulations relating to FMLA, COBRA, HIPPA, Medicare, Flexible Spending Plans and the district health and dental plans
15. Process unemployment claims and employment verifications.
16. Prepare and monitor COBRA payments from retirees and former employees.
17. Communicate professionally via telephone, email or other electronic systems. Promptly respond to inquiries from internal and external sources to resolve payroll / timesheet / benefits issues or discrepancies.
18. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Human Resources.

- Properly handles confidential matters relating to staff, families and district financial records.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Written and verbal communication in English; write reports and business correspondence.
- Accurate data entry and numerical processing.
- Read and interpret documents such as local, state or federal reporting forms, financial documents, procedure manuals, and governmental regulations.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and outside agencies.
- Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables. Problem solving with data requires independent interpretation of guidelines.
- Maintain accuracy and attention to detail under time constraints.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment and technology.
- Adapt to changing work priorities with interruptions.
- Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low but can be disrupting at times. Position demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: September 2020

Revised: October 2025