



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Benefits/Payroll Specialist	Location:	Business Services
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent and four years of Payroll and Benefits experience; or Associates degree and two years of Payroll and Benefits experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job in Payroll and Benefits. Experience encompassing payroll, benefits, and insurance procedures is preferred.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Serves as a specialized class with functional knowledge in Payroll and Benefits functions. Responsible for all aspects of the Payroll Department, including complete knowledge of the business services software

Qualifications

- Computer skills/programs including word-processing, spreadsheets, and database management tools, and accounting/bookkeeping software
- Knowledge of effective office management practices and general office procedures
- Ability to communicate effectively, orally, and in writing
- Possesses skills in accounting and reporting procedures
- Ability to work effectively without direct supervision
- Personal qualities associated with good human and interpersonal relations with staff and public
- High degree of confidentiality and diplomacy
- Use of judgement that is in the best interest of the District, staff, and department
- Ability to organize routines and have a good sense of timing

Responsibilities and Requirements

- Conducts the office routine of Payroll/Benefits Specialist under the direction of the immediate supervisor
- Prepares all vouchers necessary for payroll
- Reviews the orientation and sign-up of all new employees
- Keeps benefits master files up to date
- Maintains ACA compliance including 1095 filing
- Maintains database of retirees, communicates about insurance, accepts and records payment for insurance, pays premiums to ASRS
- Audits insurance carrier statements
- Maintains enrollments through insurance vendors
- Reviews timecards and checks against absence recording system
- Submits short term disability claims
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefits packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage(s)
- Provides information regarding employee benefits and practices and processes employee benefit paperwork
- Enrolls new employees for benefits
- Communicates insurance information (e.g. billing, rates, coverage, COBRA information) for the purpose of ensuring participants in the insurance program are aware of their benefits and costs, and answers any questions they may have
- Manages and provides benefit information to employees which includes but is not limited to, medical, life, retirement, and workers' compensation
- Maintains the EBT software program making sure all new employee information is entered for uploading to outside vendors in a timely manner



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

- Terms all employees leaving the district in the benefit system so COBRA coverage is offered
- Cooperates with office personnel in establishing the smooth operation of the District Office
- Works collaboratively with the HR Department in supporting employee relations
- Be constantly aware of the importance of public relations in all aspects of duties
- Participates in meetings, workshops, and seminars to keep current in Payroll and Benefits procedures and practices
- Performs other duties as assigned

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.