

LAKE STEVENS SEWER DISTRICT

JOB DESCRIPTION

October 2018

Grade 4

TITLE: Payroll and Benefits Coordinator
TYPE: Non-Union / Non-Exempt Employee
REPORTS TO: General Manager
JOB CLOSSES: December 21st at 5:30pm
DEFINITION:

The Payroll and Benefits Coordinator performs duties such as monthly payroll, all reporting and filing of those responsibilities that are in alignment with payroll and manage the employee benefits. Exercises considerable discretion in the protection and release of confidential information. Reports to General Manager; also performs on-going and special project activities as assigned by the General Manager. May need to assist's the public with a variety of administrative situations regarding the policies, fees and operational procedures of the District. This position has no supervisory responsibilities.

JOB LOCATION AND EQUIPMENT UTILIZED:

Work is performed indoors in an office environment utilizing computers and other standard office equipment. Occasional field trips and/or travel to local entities may be required. Availability to attend evening meetings per month, and/or seminars and conferences is required.

EXAMPLES OF WORK PERFORMED:

- Completes Payroll and other employment filing and reporting in a timely manner.
- Works with all staff during open enrollment period and assists with all question's employees may have regarding benefits.
- Ensures all payroll and benefit processes are completed with new hires and/or employees who separate from the District. All done in a timely manner.
- Manages and maintains updated and accurate records of payroll, including direct deposit, W-4's, W-2's and any other documentation to maintain accurate records.
- Administers various employee benefit programs, including AFLAC, medical/dental insurance, life insurance, and maintains all data relative to premiums, claims and costs.
- Resolves all administrative issues surrounding payroll and /or benefits. Work with General Manager to resolve conflicts or other issues.
- Administers all employee benefits such as medical, dental and vision insurance, PERS, Deferred Comp, VEBA, AFLAC and any others not listed here.
- Works closely and professionally with outside vendors such as Snohomish County and others.
- Learn all the aspects of government payroll and keep educated on changes of the law.
- Responds to all employees in a timely and professional manner with payroll and benefit concerns/questions.

- Works with accounting team to learn procedures and policies for as investments, transfers, withdrawals and balancing of District Capital funds with the Snohomish County Treasures Office.
- Assists with the preparation of the District's Annual budget and reports for periodic financial reviews.
- Performs as back-up for other office positions as required.
- Utilizes a variety of computer programs to accomplish work activities.
- Responsible for other duties as assigned by the General Manager.

Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Districts policies and procedures.
- Government payroll and accounting practices
- Analysis and implementation of wage and salary administration and salary surveys.
- Compensation plan administration.
- Job analysis and classification development.
- Employee benefits packages and insurance programs.
- Oral and written communication skills.
- Federal, State and local laws, rules and regulations related to assigned activities.
- Records maintenance procedures.
- Interpersonal skills using tact, patience and courtesy.
- Knowledge of Generally Accepting Accounting Principles (GAAP) and Government Accounting Standards Board (GASB)
- Two years of experience in government finance and/or an AA in Accounting

ABILITY TO:

- Organize and coordinate the development, implementation and day-to-day administration of District policies, programs and projects.
- Perform a variety of professional duties involving recruitment, selection, testing, classification analysis, compensation, and safety.
- Plan and organize work.
- Coordinate and direct the work of others.
- Read, interpret, apply and explain rules, regulations, contract requirements, policies and procedures.
- This position requires articulate and accurate communication, ability to read, hear, write, type, dial, reach and bend.
- Work confidentially with discretion.
- Operate a personal computer.
- Collect, compile, analyze and tabulate statistical data.

- Meet schedules and time lines.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain or oversee the maintenance of records.
- Prepare detailed and statistical reports.

EDUCATION AND EXPERIENCE:

- Requires a 2 year degree in Accounting or two years of government experience. College course work in accounting and office management procedures is desirable.

OR

- Any combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Requires demonstrated skill in the application of a variety of software programs.
- Excel
- Must be bondable.
- CPR/First Aid certification will be required.
- Requires possession of a valid Washington State driver's License.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, other otherwise to balance the workload