



Rio Verde Fire District

JOB TITLE: Payroll and Benefits Specialist
REPORTS TO: Administrative Manager
FLSA STATUS: Hourly, Non-Exempt, Full-Time

The Payroll and Benefits Specialist (PBS) oversees all activities of the payroll functions in a regular and timely manner. Adapts to a variety of payroll related responsibilities with RVFD Executive Management. Provides clerical and administrative support to the Administrative Manager (AM) by compiling personnel statistics; answering routine personnel inquiries; employee benefit updates, and unemployment and workers compensation administration support. The PBS may handle special projects.

ESSENTIAL FUNCTIONS:

Payroll:

- Assumes responsibility for and oversees all activities of the payroll functions, including verifying payroll reports and deposits processed, etc.
- Responsible to keep current on federal and state payroll laws, regulations and reporting requirements; reviews possible tax implications of benefits received by employees.
- Manages and coordinates the payroll workflow to ensure all payroll transactions are processed accurately and timely.
- Processes garnishment and court ordered disbursements and documentation.
- Compiles and maintains a wide variety of payroll information (direct deposits, pre-notes, W-4s, leave balances, salary, levies, garnishments, investments, voluntary and involuntary contributions, etc.) for ensuring availability of documentation and compliance with established policies and regulatory guidelines.
- Maintains and reviews payroll-related general ledger accounts and correct accounting transactions to ensure accurate recording of payroll and benefit expenditures.
- Reviews payroll and a variety of insurance-related information to ensure accuracy of payroll and insurance records.
- Provides management with various payroll related information.
- Maintains the payroll desk manual and trains employees on payroll functions as needed.
- Keeps AM informed of potential payroll changes or concerns.
- Proficiency in Microsoft Office, QuickBooks and ADP or other payroll programs.

Benefits:

- Acts as point of contact for employees for all medical, dental, vision and other benefits as well as the investments benefits of the Deferred Compensation Plans.
- Acts as point of contact for RVFD management, Local Fire Board and employees in PSPRS pension plans. Requires updating RVFD of changes within the pension plans. Tasks includes: educating staff on the pension plan options, benefits, retirement process and documentation, and other benefit related inquires.

- Works closely with staff and health insurance vendors and employee advocate during open enrollment.
- Assists staff with completing required injury/accident forms, coordinating with employees once injuries have occurred, coordinating with payroll to ensure that individuals are coded correctly for retirement, and closing/completing established cases.
- Coordinates with Long-Term and Short-Term disability carriers billing and employee payments.
- Processes new enrollment and changes for benefits, such as medical, dental, PSPRS/401(A)/457, etc.

Human Resource Administration:

- Maintains all personnel, payroll, and medical files, ensuring confidentiality and compliance with pertinent state and federal statutes.
- Processes personnel related actions to maintain appropriate personnel status.
- Prepares employee separation paperwork.
- Provides input into HR related policy/procedure updates.

MINIMUM QUALIFICATIONS

Education and Experience:

- Two years of increasingly responsible experience of payroll processes.
- High school diploma or GED required; **Associates degree desirable.**

KNOWLEDGE SKILLS and ABILITIES:

• ***Thorough knowledge of:***

- Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Payroll procedures and best practices
- Principles and procedures of record keeping.
- Federal and State laws and regulations
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and procedures related to payroll.
- Appropriate telephone etiquette.

• ***Ability to:***

- Prepare and utilize Excel spreadsheets
- Communicate effectively both verbally and in writing.
- Handle stressful situations.
- Maintain confidentiality.
- Process payroll
- Independently prepare emails to internal staff and external parties
- Operate payroll and benefit programs, online and within existing systems.
- Type 30+ words per minute
- Handle sensitive information in an appropriate manner
- Efficiently and effectively manage payroll activities
- Act as liaison between RVFD, the customers and vendors of insurance, pensions and other benefits.
- Prioritize work to meet goals and objectives within acceptable time frames

DESIRED QUALIFICATIONS:

- Associates Degree in Business Administration, Finance, Accounting, or a closely related field; **and** two years of public sector, payroll/finance, benefit administration or other related experience.
- Experience with Microsoft Office, QuickBooks and ADP or other payroll programs

SPECIAL REQUIREMENTS

- Must be able to speak, read, and write the English language.
- Must be 18 years or older at time of employment.
- Must meet insurability requirements of District insurance carrier.

SELECTION GUIDELINES

May include any or all the following: formal application; rating of education and experience; written/practical testing; oral board; background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, crouch, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate such as found in a normal business office with computers.

This is a general description of job duties and is not all inclusive; it is subject to change per District (RVFD) requirements.