

## Coast Unified School District

**Title:** Payroll, Health and Benefits Coordinator

**Salary Range:** Confidential Management

**Job Summary:**

Under the direction of the Superintendent or designee, performs complicated and complex accounting and record keeping duties of a senior accounting clerk.

**Qualifications:**

Required:

1. Equivalent to graduation from high school, supplemented with courses in accounting, bookkeeping or business.
2. Knowledge of generally accepted accounting principles and their application to California schools accounting methods. Extensive data processing capabilities.
3. Ability to perform accurate mathematical computations in a pressure environment.
4. Ability to maintain good relations and lines of communication with staff, students and the public.
5. Ability to work independently with a minimum of supervision.
6. Valid California driver's license.

Desirable:

1. Two years of increasingly responsible school business experience in record keeping and financial reporting involving computer-assisted processes.

**Essential Functions:**

1. Reply to email requests and voice mail requests and messages for Business Department.
2. Monitor and maintain records of employee absences, leaves and compensatory time off using the District's and San Luis Obispo County Office of Education (SLOCOE) electronic absence tracking system and other records systems.
3. Coordinate with Human Resources regarding leave entitlements.
4. Process payroll, including maintaining related records and reports such as Audit Veritime Work Detail Reports. Coordination of same with SLOCOE.
5. Manage and maintain records for activities of Coast Teachers' Association (CTA), California School Employees Association (CSEA), Standard Insurance, SESLOC, and American Fidelity. Reconcile accounts for each with appropriate vendors to ensure timely payment.
6. Monitor and reconcile the District's 403(b) and 457 plan contributions with SLOCOE and third party plan administrators.
7. Set-up, verify, maintain and distribute payroll and W2 forms according to applicable deadlines for classified management, certificated management, certificated bargaining unit members, classified bargaining unit members and confidential employees. Verifies same information with

Position Control.

8. Manage and prepare pay warrants for extra-duty and coaching work.
9. Track hours and other information for substitute employees.
10. Process duty pay as needed for committees including, but not limited to, College & Career Committee, Technology Committee, Professional learning Development – Next Generation Science, and Instructional Planning Committee.
11. Prepare various other reports including for multiple worksite tracking, Affordable Care Act reporting, Employment Development Department, long-term debt reporting, tax information, work-place accidents, student accidents.
12. Attend meetings and prepare information regarding health and welfare benefits, including for bargaining proposals and updates to the District's webpages.
13. Respond to inquiries from employees and retirees regarding health and welfare benefits coverage and payments.
14. Prepare open enrollment health and welfare benefits information for each bargaining unit, management and confidential employees and retirees.
15. Manage and maintain all health and welfare benefit insurance activity reporting for current employees and retirees. Prepare and upload necessary information to insurance carrier and reconcile related billing and accounting. Preparation of self-pay insurance premium deposit information.
16. Prepare various notices, including work calendars, for employees.
17. Set-up and manage Health Smart Free Health Screening program.
18. Set-up employee meetings regarding CalSTRS/CalPERS retirement and other matters as directed.
19. Prepare CalSTRS and CalPERS reports for submission to SLOCOE.
20. Assist in the preparation of negotiations proposals on matters related to salary and benefits including, but not limited to:
  - a. Compiling and processing information needed to develop salary proposals to CTA and CSEA;
  - b. Compiling and processing information related to negotiated reclassifications;
  - c. Compiling and processing information related to current health and welfare insurance benefit coverage and alternative options;
  - d. Review and revise District's written proposals to CTA and CSEA regarding salary and benefits;
  - e. Consult with District negotiations team on negotiations strategy related to salary, benefits and other human resources and payroll related matters (e.g., leave issues, substitute coverage, extra-duty and coaching pay, etc.).
21. Assists in processing employee grievances related to salary, benefits, leaves and related human resource and payroll issues.
22. Oversee and process claims for workers' compensation carrier, including file management and related reporting requirements.
23. Process automatic payroll deposit authorization.
24. Process employee resignations, terminations, retirements, and related work.
25. Maintain knowledge of work areas and related legislative updates by attending workshops, viewing webinars or reading appropriate reports and news articles.
26. Performs other duties as assigned.

**Physical Requirements:**

1. Understand speech at normal levels in person or on the telephone.
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
3. Operate audiovisual equipment, computer, copy machine and other office equipment with dexterity
4. Occasionally lift/carry computer equipment and supplies up to 25 pounds.
5. Ability to think clearly and rationally to solve problems.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Superintendent or designee.

**Approved:**

5/19/2016