

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Payroll/Benefits Manager

**QUALIFICATIONS:**

1. Associates degree in business/accounting or related experience
2. Successful experience in payroll and/or benefits
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

**REPORTS TO:** Finance Officer

**JOB GOAL:** To contribute to the efficient operations of the Business Office so that it may support the district's educational process in an efficient and effective manner.

**RESPONSIBILITIES:**

1. Conducts new employee orientations and insures that employees are informed of all pertinent salary and benefit information and employees are appropriately enrolled in selected benefits.
2. Serves as liaison to all employees and benefit providers regarding payroll and benefits and provides necessary communication regarding those matters.
3. Prepares and files all required Federal and State payroll tax returns including W-2's, unemployment and retirement
4. Coordinates and serves as liaison for all aspects of Workers Compensation and serves as the district's Safety/Compliance contact.
5. Assists in the preparation for the annual audit regarding payroll matters.
6. Assists in the preparation of all revenues for posting.
7. Assists in the preparation of the annual payroll and benefits budget.
8. Assists the Finance Officer with all operations of the Business Office.
9. Performs such other tasks as may be assigned.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012

