

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**HUMAN RESOURCES/BENEFITS/PAYROLL COORDINATOR**

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Excellent communication and writing skills
3. Strong computer skills
4. Understanding of payroll process and bookkeeping methods
5. Knowledge of human resource laws and practices

**REPORTS TO:** Business Manager

**JOB GOAL:** To oversee and administer the districts' human resources, benefits, and payroll.

**PERFORMANCE RESPONSIBILITIES:**

1. Initiates, maintains and processes bi-weekly payroll for Five Town CSD and MSAD #28.
2. Produces the payroll register for review and reconciliation to the general ledger.
3. Verifies and pays all state and federal taxes, involuntary and voluntary deduction payments, calculates and when appropriate bills employees for benefit deductions.
4. Prepares reports relating to payroll and benefits on a monthly, quarterly and annual basis.
5. Tracks professional/sick/personal/other days off for employees. Maintains and prepares entries relating to employee paid and unpaid time off.
6. Makes necessary changes for new pay scales, health insurance rates, deduction rates and MSRS group life insurance coverage.
7. Uploads MSRS reports into the MainePers system and scrubs data in their system.
8. Prepares and processes Federal, State and other third-parties quarterly reports.
9. Prepares and distributes end of year forms ie: W2's W3's.
10. Keeps up to date on changes in regulations that impact payroll.
11. Handles mortgage verifications & miscellaneous questions.
12. Posts cash receipts daily.
13. Manages the Hiring Process including:
  - a. Ensures that hiring protocols identified in policies and collective bargaining agreements are followed
  - b. Places Employment Ads in appropriate venues after Administrative approval of Ad copy
  - c. Processes employment applications and schedules interviews
  - d. Prepares documents for the interview process
  - e. Ensures that all new employees fill out the correct paperwork including benefits and health insurance
  - f. Prepares and submits various Federal, State & local surveys pertaining to employees' salaries & benefits

14. Keeps confidentiality of all employees and students.
15. Creates and balances Sick Bank Accounts for all employee groups annually and as needed.
16. Maintains current knowledge of employee benefits including health insurance changes
17. Troubleshoots employees' problems with benefits
18. Prepares and submits MainePERS enrollment forms and status changes for eligible employees for Retirement and Life Insurance
19. Assures Form I-9 Employment Eligibility Verification compliance for all new hires and rehires.
20. Maintains personnel files.
21. Assures all employees have current CHRC documentation (fingerprinting).
22. Assures all teachers and ed techs certifications and authorizations are current.
23. Creates Department of Education affidavits and appropriate forms as requested.
24. Created and distributes all employee contracts.
25. Creates and distributes all stipend contracts and written reasonable assurance and summary sheets for non-association employees.
26. Enters employee information in NEO for Central Office Staff, new hires, Teachers, Ed Techs, Coaches, Bus Drivers, Custodians and Food Services Staff.
27. Creates and files numerous Department of Education forms and surveys as required by law.
28. Assists the Assistant Superintendent with Substitute Teacher hiring.
29. Maintains spreadsheets with data of performance evaluation results for teachers and ed techs.
30. Maintains Department of Labor Poster sites for all schools and Central Office.
31. Assures compliance with 403B IRS regulations with consultant's assistance.
32. Handles paperwork for terminations, including COBRA, MSMA and MainePERS
33. Processes Workers Compensation claims, compiles reports for OSHA
34. Oversees Family Medical Leave Act issues.
35. Keeps abreast of laws and regulations pertaining to human resources and makes recommendations as appropriate.
36. Maintains integrity of all software relating to payroll and personnel.
37. Performs other duties and responsibilities as may be assigned by the Business Manager and/or Designee.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document.

Approved: March 18, 2020