

Poquoson City Schools
JOB DESCRIPTION

TITLE: Compensation and Benefit Analyst

This position is ___ exempt or X non-exempt

PRIMARY FUNCTION:

Performs the operations of the payroll system, leave management system (Aesop), Virginia Retirement System (VRS Navigator), Employee Self-Serve system (ESS), and employee benefits system (FFenroll). Provides assistance and information to employees, retirees and benefit providers regarding coverage and premiums. Maintains accounts receivable for retiree benefits. Manages hours worked for DOL requirements for non-exempt employees. Works with the Human Resources Coordinator regarding compensation and benefits. Maintains confidentiality and privacy in dealing with employee records and personal information.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent combination of training and experience in payroll, benefits accounting and leave management, preferable in a business office or school system.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of payroll principles, practices and regulations
- Knowledge of standard office practices, equipment and software
- Knowledge of School Board Policies as it pertains to compensation and benefits administration
- Ability to maintain records, to prepare reports and to organize complex database
- Ability to prepare a variety of reports and analyses
- Ability to communicate effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, retirees, and vendors
- Ability to work independently on projects and complete in a timely manner

GENERAL PERFORMANCE RESPONSIBILITIES:

- Prepares monthly payroll and vendor benefit checks accurately and on schedule. Estimate and prepare salaries and benefits for July and August encumbered payroll. Prepares separate payrolls for coaching supplements
- Updates annual salaries, deductions and insurance premium changes
- Reviews hours worked for all non-exempt employees and calculate overtime. Tracks hours for substitutes, Homebound teachers, and extra duty for staff and processes pay
- Processes all VRS retirement information (enrollments, retirements, ee and er payments)
- Leave management: balances monthly leave records, reconciles end-of-year balances by individual and establishes beginning year leave balances for each leave category by individual
- Prepares reports, summary reports and payroll and tax reports to maintain compliance with all State and Federal regulations
- Tracks benefit applications, cancellations, and changes. Maintains and updates benefit and retirement records, keeps track of payroll deductions for employee benefits
- Prepares employee and retiree census data for Post-Employment Benefit Valuation Report, to First Financial and Technology department
- Reconciles annual open enrollment benefits data from FFenroll system to RDA payroll system
- Issues COBRA notifications and coordinates enrollment with benefit companies
- Tracks and files reimbursement for two Special Education Grants
- Prepares and distributes annual W2's and 1099's
- Completes employment statistics reports for Department of Labor and Virginia New Hire report
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and appointment length 248 days

REPORTS TO: Executive Director of Finance

EVALUATION:

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

October 2014