



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT **126**

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Payroll and Business Services Specialist	LOCATION:	Business Office
REPORTS TO:	Director of Business Services/Payroll and Benefits Manager	STATUS:	Classified- Exempt
CLASSIFICATION:	Other	TERM:	12-Month

About D126:

Zion-Benton Township High School District 126 comprises two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history of serving a diverse student population from Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in Zion, offering students a choice in a small high school experience. Both schools prepare students with the singular goal “To ensure that students graduate ready for college, a career, and life.”

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today’s global society.

General Summary:

The Payroll and Business Services Specialist will assist the CFO/CSBO, Director of Business Services, and the Payroll and Benefits Manager in the fulfillment of responsibilities associated with the operation of the District’s payroll operations and other assigned Business Services. Duties include, but are not limited to: independently administering various payroll and business-related services under the direction and supervision of the Director of Business Services and the Payroll and Benefits Manager. The Payroll and Business Services Specialist is responsible for the calculation, input, and processing of the District’s payroll operations and supporting other designated Business Services programs.

Essential Duties and Responsibilities:

1. Conducts all payroll computations authorized by the CFO/CHRO or Superintendent’s Office.
2. Conducts and verifies all processes related to timesheet/time clock information.
3. Submits all payroll calculations and payroll information to the Payroll and Benefits Manager for review and approval.

4. Produces and distributes all payroll checks and direct deposit advice for distribution at the direction of the Payroll and Benefits Manager.
5. Coordinates, manages, and maintains records of all outside agency requests for building and facility rentals.
6. Assists with the administration of the District's various insurance programs, including Workers' Comp and Property and Casualty Insurance.
7. Oversees the processing and administration of the Direct Certification and Fee Waiver programs.
8. Tracks and processes data in order to prepare various District, local, state, and federal reports at the direction of the Director of Business Services and the Payroll and Benefits Manager.
9. Assists with the District's banking needs, including various cash-handling responsibilities such as petty cash checks and returned deposits.
10. Verifies and processes internal and external substitute time tracking for accurate payment
11. Coordinates and ensures completion of all Business Office functions related to annual student registration.
12. Performs other related duties as assigned by the Payroll and Benefits Manager, Director of Business Services and CFO/CSBO.

Performance Expectations:

- Utilizes a high degree of technological skill in performing various administrative tasks.
- Supports the CFO, Director of Business Services and the Payroll and Benefits Manager as needed
- Represents District 126 with professionalism and positivity
- Provides excellent customer service to all stakeholders, internal and external.
- Demonstrates a commitment to maintaining an excellent attendance record in order to meet the demands and timelines associated with the position.
- Uphold and adhere to District 126 Board Policies and Procedures.
- Demonstrate an ability to self-advocate and respectfully ask questions of supervisors to ensure clarity
- Respect the organizational structure of the Business Office and the District

Knowledge, Skills, and Abilities:

- Ability to manage workload while simultaneously managing ongoing interruptions.
- Analytical and critical thinker
- Empathic, clear, and concise communicator
- Proficient in utilizing computer technology and software
- Possesses a strong mathematical aptitude.
- Competent in performing a high degree of detailed work with accuracy.
- Able to maintain confidentiality and use good judgment.
- Able to take initiative, multitask, and work with minimal supervision.
- Able to work in a team setting with positive results.
- Maintains proper professional attire.
- Skilled in operating various office equipment, such as personal computers, calculators, facsimiles, copy machines, document shredders, desktop printers, etc.

Education and Experience:

Minimum of an Associate's Degree in Business, Accounting, or a related field required. A waiver of this requirement will be considered for those candidates possessing a high level of experience and expertise in the field. Three years of office experience with excellent grammatical and proofreading skills, and technological skills required. Intermediate to advanced knowledge of Microsoft Excel and Word required. Candidates must possess a proven ability to: maintain a high level of confidentiality; exercise positive human relations skills and good judgment; contribute as a team member; demonstrate exemplary follow-through and organizational skills; and work with minimal supervision.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al., in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, and to move within the office area and building.				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Salary Range: \$47,000 - \$67,000 annually based upon the candidate's skills and experience.

Benefits:

Health Insurance: Employee coverage provided at \$30 per month
Dependent coverage is available at a shared Board of Education and employee expense

Dental Insurance: Available at Employee's Expense

Vision Insurance: Available at Employee's Expense

Life Insurance: \$10,000 provided
(Option - \$15,000 provided if no health insurance is desired)

Paid Holidays

Sick, personal leave, vacation time

Illinois Municipal Retirement Fund (IMRF) pension system

Employee's individual 403(b) retirement plan

Tuition Reimbursement

Note:

The statement herein is intended to describe the general nature and level of work being performed by the employee assigned to this position. The items listed are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation, and modification of job descriptions may be required.