



MISSISSINEWA COMMUNITY SCHOOLS
Payroll Manager

Job Description:

Manages all payroll and benefits activities for the corporation.

Responsibilities:

1. Completes all payroll for all personnel
2. Pays all benefits for all personnel
3. Completes open enrollment packets for new employees
4. Files work compensation claims
5. Handles all unemployment claims
6. Ensures compliance with the most recent payroll tax codes and laws. Ensures semi-monthly, monthly, and quarterly tax reports are completed and filed.
7. Ensures compliance with Indiana State Teachers' Retirement Fund and Public Employees' Retirement Fund. Implements changes and files quarterly reports to both funds.
8. Completes and files all required state reports, including those required by the County Treasurer and State Board of Accounts.
9. Manages W-2 processing and ensures filing of annual Social Security Administration wage report.
10. Manages annuity process and ensures compliance with changes in Federal laws and regulations.
11. Supervises all employee benefit processes.
12. Manages Open Enrollment process for all benefits.
13. Ensures compliance with COBRA regulations.
14. Manages retiree health and life coverage and billing.
15. Supervises work flow of assistant payroll clerk.
16. Stays current with State of Indiana Payroll & Benefits Guidelines.
17. Attends conferences as requested by Director of Business
18. Attends conferences and workshops for professional development
19. Evaluated by the Director of Business.

20. Reconciles and processes monthly statements and payments for all benefit coverages.
21. Provides information to the Director of Business for budget and bargaining purposes.
22. Provides information and reports as needed or requested by schools.
23. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.
24. Maintains confidentiality at all times.
25. Evaluated by the Director of Business.

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)