

Beardstown CUSD #15

JOB DESCRIPTION

Position Title: HR Director/ Backup Payroll Clerk
Reports to: Superintendent
FLSA Class: Non-Exempt
Revised Date: 2/26/2025

SUMMARY

This position is responsible for assisting in the administration of the district's business affairs and providing accurate and comprehensive reports to the Administration and Board of Education.

DUTIES

1. Operates standard office equipment.
2. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Maintain confidentiality with all aspects of employment.
4. Responsible for assisting in the onboarding of new employees and ensuring that all paperwork has been completed and filed correctly.
5. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other materials, including but not limited to all current and past personnel files.
6. Annually prepare/maintain/distribute the Certified and Non-Certified Seniority Rosters including tenured vs. nontenured teachers, and certification of each.
7. Update staff salary schedule placement based on continuing education and/or employee reimbursement with Superintendent approval.
8. Assists auditors during the annual district audit.
9. Prepares at-will agreements, salary verification forms for staff each summer in preparation for payment each new school year with Superintendent approval.
10. Assist employees with certification and licensure with the Illinois State Board of Education and local Regional Office of Education.
11. Maintain sick leave, personal leave, and donated sick leave records for employees.
12. Prepare and post all vacancy notices internally and externally.
13. Coordinates accident reporting procedures between injured employees and supervisors. Works with Workers Compensation adjusters on injured employee cases.
14. Coordinates Worker's Compensation benefits with payroll benefits for injured employees.
15. Responsible for keeping records of employees' leave of absences, reporting proper documents of LOA's to TRS and tracking FMLA according to federal guidelines.
16. Acts as the employee benefit coordinator for health, dental, and life insurance as well as Health Reimbursement Account (HRA) and Flex Spending Account (FSA) programs.
17. Serves on the District Insurance Committee.
18. Coordinate with Bushue HR on annual renewal of Property/Casualty, Cyber and Work Comp Insurance
19. Responsible for acting as a district HIPAA compliance officer.
20. Responsible for acting as a district FOIA Officer.
21. Assist Lead Payroll Clerk with the District Risk Management Plan.
22. Maintains documentation relating to the district's health, dental, and life insurance policies.
23. Coordinates the district property insurance claims and the district health insurance plan.
24. Facilitates terminations from health and dental insurance and transitions to COBRA.

25. Works with retiring employees to prepare and file all required forms and documents to facilitate retirement through IMRF or TRS.
26. Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees, in a well organized, orderly fashion.
27. Assists with a variety of transportation duties.
28. Assists lead payroll clerk periodically.
29. May be required to perform other tasks as assigned by the Superintendent, Assistant Superintendent of Business, or the Board of Education.
30. It is expected that 5% of the job will require time spent on Risk Management.

QUALIFICATIONS

1. High school Diploma or equivalent required; Associate Degree in Business, Communications or Human Resources preferred.
2. A minimum of 2-5 years experience in an accounting, bookkeeping, or related position preferred.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, Powerpoint, etc.
4. Knowledge of federal and state reports as well as retirement systems.
5. Ability to lift and carry up to 20 lbs.
6. Ability to push/pull up to 10 lbs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The work hours for this position are 7:30 a.m. to 4:00 p.m. The schedule is subject to change with district demands.

This will be a 12-month salaried position with an annual salary range of \$38,000 - \$48,000 based upon experience and qualifications.

Benefits are as follows:

- 5 vacation days after one year of district service (days could increase due to in district service credit)
- 14 days sick leave (days could increase due to in district service credit)
- 3 days personal leave (days could increase due to in district service credit)
- \$8,900 paid annually toward health insurance.