

Job Information

Job Title: DIRECTOR OF PAYROLL AND BENEFITS

Department: FINANCIAL SERVICES

Reports To: DEPUTY SUPERINTENDENT AND CHIEF OPERATING OFFICER

Job Summary and Purpose

- The Director of Payroll and Benefits provides strategic leadership, direction, and oversight for the division's payroll operations and comprehensive employee benefits programs. Reporting to the Deputy Superintendent and COO, this position ensures the accuracy, integrity, and compliance of payroll processing and benefits administration in accordance with federal and state regulations and School Board policies. The role serves as a key liaison between Finance and Human Resources, aligning processes and systems to support efficient operations and a high level of service to employees. The Director supervises staff, manages vendor relationships, and leads continuous improvement efforts to optimize payroll and benefits functions.

Work Objectives/Essential Functions

- Directs and oversees all payroll and benefits operations for the division, ensuring accuracy, efficiency, and high-quality service delivery.
- Supervises and develops payroll and benefits staff, establishing priorities, workflows, and performance expectations aligned with division goals.
- Ensures accurate and timely processing of payroll, including salary payments, tax withholdings, health insurance premiums, and other mandatory and voluntary deductions.
- Manages and verifies monthly payroll adjustments to ensure accuracy and compliance with applicable regulations and internal controls.
- Ensures compliance with all federal, state, and local laws and regulations related to payroll and benefits, maintaining strict confidentiality of employee information.
- Directs and ensures timely and accurate submission of required reports, including VEC documentation, IRS Form 941 filings, W-2 and 1095 processing, Virginia payroll tax submissions, and Workers' Compensation audit documentation.
- Oversees and maintains employee benefits records and files, including health, dental, life, disability, retirement, and deferred compensation programs.
- Administers and oversees benefits programs, including Virginia Retirement System (VRS), 403(b) and 457 plans, and other voluntary benefit offerings.
- Leads and coordinates benefits communication and administration processes, including new hire orientation, open enrollment, and IRS qualifying life events.
- Analyzes and evaluates benefits programs and claims data to assess fiscal impact and develops and implements cost containment strategies.
- Plans and directs implementation of changes to benefits programs in response to legislative and regulatory updates, including VRS program changes.
- Administers and ensures compliance with HIPAA regulations, including training and confidentiality requirements.

This description is intended to describe the general nature, essential functions, and requirements of the job. It is not intended to be an exhaustive list of all duties and tasks, the inclusion of which are considered for job classification purposes.

- Serves as the primary liaison between employees, retirees, dependents, COBRA participants, and benefits providers to resolve complex issues and ensure effective service delivery.
- Manages vendor relationships and ensures all payroll and benefits records and documentation are complete, accurate, and compliant with program requirements.
- Researches, develops, and recommends policy and procedural updates related to payroll and employee benefits to improve efficiency, compliance, and service quality.

Education and Experience

Education Level	Specific Educational Requirements
<ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university. 	<ul style="list-style-type: none"> • Degree in accounting, business administration, or a related field preferred.
Experience	Specific Experience Requirements
<ul style="list-style-type: none"> • Minimum of five (5) years of experience in payroll and benefits administration, with preference for experience in a public-sector or school division setting. 	<ul style="list-style-type: none"> • Non-specified.

Required Licensures and Certifications

- None required.

Formal Certifications Relevant to the Job

- SHRM Certification
- Certified Payroll Professional Certification

Additional Knowledge, Skills, and Abilities

- Thorough knowledge of tax law and regulations as they apply to compensation and benefits.
- Familiarity with a variety of other accounting concepts, principles, and procedures.
- Demonstrated knowledge of operational functions in a finance/benefit and payroll department.
- Thorough knowledge of retirement, insurance, and benefits programs, methods and recordkeeping, as well as school board policy and regulations.
- Thorough knowledge of HIPAA, Worker's Compensation, Tax Deferred Annuities 403 (b) Plans, 457 Deferred Compensation Plans, the Virginia Retirement System (VRS, Optional Retirement Plan for School Superintendents (ORPSS), and GASB45 Other Post-Employment Benefits (OPEB).
- Ability to apply knowledge of the basic methods, practices, and objectives of public personnel administration.
- Ability to perform research and implement program objectives of Stafford County Public Schools.
- Ability to use oral and written communication skills and thorough knowledge of English grammar and usage.

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- Ability to establish and maintain effective working relationships with employees, insurance representatives, VRS representatives/members, and other officials.
- Ability to maintain technical records related to payroll and benefits.
- Demonstrate effective time management and organizational skills.
- Demonstrate initiative and the ability to work independently.
- Ability to lead and direct the work of others.
- Ability to use experience and judgement to plan and accomplish goals congruent with policies, procedures and SCPS strategic plan.

Core Expectations of All Stafford Schools Employees

- Engage in ongoing professional development relevant to position.
- Respond to written and oral requests for information promptly and thoroughly.
- Maintain a clean, neat appearance and dress appropriate to position and duties.
- Maintain a record of appropriate attendance and punctuality.
- Serve as a role model for students, colleagues, and the general public.
- Work in close harmony with supervisor(s) and colleagues.
- Comply with all division policies and regulations, including but not limited to guidelines for confidentiality and professional conduct, as well as all site-based procedures and protocols.

Weight Demands

	Rarely	Occasionally	Frequently
Lifting – 1-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting – 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 1-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying – 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – 1-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling – 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Demands

Rarely Occasionally Frequently

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Job Description

Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turning/Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing/Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping/Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crouching/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Classification Details (Completed by Human Resources)

Job Family:	DIRECTOR	Calendar:	ALL 12 MONTH STAFF
Pay Structure:	ADMINISTRATIVE SALARY SCALE	Position:	915020001
FLSA Status:	EXEMPT	Job Grade:	A04
Job Code:	0004	Status:	ACTIVE

Approvals

		Approved?	
Manager:	_____	<input type="checkbox"/>	Click here to enter a date.
	Name		_____
			Date
Human Resources:	_____	<input type="checkbox"/>	Click here to enter a date.
	Name		_____
			Date

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