

DEPUTY TREASURER

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To supervise and ensure compliance on all payroll processes and reports.

PERFORMANCE RESPONSIBILITIES:

1. Ensures compliance with most recent payroll tax codes and laws. Ensures semi-monthly, monthly, and quarterly tax reports are completed and filed.
2. Manages and maintains payroll software and printers.
3. Ensures compliance with Indiana State Teachers' Retirement Fund, and Public Employees' Retirement Fund. Implements changes and files quarterly reports to both Funds.
4. Completes and files all required state reports, including those required by the County Treasurer and State Board of Accounts.
5. Manages W-2 processing and ensures filing of annual Social Security Administration wage report.
6. Manages and maintains Workers' Compensation process, including posting of OSHA Form 200 at all locations.
7. Manages annuity process and ensures compliance with changes in Federal laws and regulations.
8. Supervises all employee benefit processes.
9. Manages Open Enrollment process for all benefits.
10. Ensures compliance with COBRA regulations.
11. Manages retiree health and life coverage and billing.
12. Reconciles and processes monthly statements and payments for all benefit coverage's.
13. Participates in negotiations with carriers for benefit coverage changes and renewals.
14. Provides information to Business Manager for budget and bargaining purposes.
15. Provides information and reports as needed or requested by schools.
16. Continually reviews and researches opportunities for improved benefits for employees.

17. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised May 2016