



WASHINGTON SCHOOL DISTRICT
311 Allison Avenue, Washington, PA 15301
POSTING

October 21, 2025

POSITION: Payroll Administrative Assistant (Confidential Position)

LOCATION: Central Office

REPORTS TO: Business Manager

TERM OF EMPLOYMENT: 12-month position; 37.5 hours per week (260 Days)

DESCRIPTION OF THE POSITION: The Payroll Administrative Assistant is a confidential position, not included in the Washington Education Support Professional, PSEA/NEA association, responsible for all duties involved in processing payroll, health, and retirement benefits for the District.

AVAILABILITY: Immediately

DEADLINE: Until Filled

QUALIFICATIONS:

1. High School Diploma, Associate degree in a business-related subject preferred.
2. Background and work experience in payroll operations as deemed necessary by the District.
3. Possess an excellent working knowledge of school business operations.
4. Proficient knowledge of various data processing systems, including Microsoft Excel. ProSoft experience preferred.
5. Ability to understand all collective bargaining agreements and employment contracts of the District.
6. Ability to work independently, prioritize tasks, and meet strict deadlines.
7. Maintain a high degree of confidentiality.

RESPONSIBILITIES:

Payroll (Semi-Monthly):

1. Salary and wage computations for all employees to prepare payroll, including regular timesheets, coverages, extra hours, substitute pay, payroll adjustments, longevity and attendance bonuses, and wellness rewards (when applicable).
2. Calculate payroll, verify totals, and check for errors.
3. Process payroll, distribute direct deposits and/or checks, and transmit the payroll file to the bank.
4. Run reports, update and run pay reports, and complete Excel tracking spreadsheets.
5. Remit payroll taxes and other deductions due each pay.
6. Reconcile Cafeteria fixed charges.

Payroll (Monthly):

1. Submit reporting to PSERS.
2. Prepare Cafeteria fixed charges for reimbursement to the General Fund.

Payroll (Quarterly):

1. Submit reporting and remit Unemployment Compensation tax, Local Service tax, and Earned Income tax withholdings.
2. Preparation and submission of the District's Quarterly Federal Tax Return (Form 941) and PA and WV state taxes.
3. Act 29 Reporting.



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4. Multiple Worksite Reporting.
5. Interstate Tax Service Reporting.

Daily Duties:

1. Absence Management – review absences in Frontline and upload to ProSoft.
2. Open/Process mail.
3. Respond to Emails.
4. Complete Employment Verifications and Unemployment forms.
5. Process Health Insurance changes as needed.
6. Employee Web Portal Management.
7. Process new hires and terminations.

Healthcare Benefits Management:

1. Manage enrollments, terminations, and qualifying event changes for all employees.
2. Collect documentation to support healthcare enrollments.
3. Reconcile the medical/dental/vision and life insurance invoices each month and prepare for payment.
4. Manage open enrollment and field employee questions related to benefits.
5. Manage retirees' insurance benefits by sending out annual information and letters, manage monthly payments and send receipts to retirees, and track eligibility until age 65.

New Hire Management:

1. Enter employee data into ProSoft Personnel, Payroll, and Budgeting modules.
2. Manage PSERS enrollment or updates.
3. Complete enrollment in selected Healthcare Benefits for new hires and any spouse and/or dependent(s).
4. Register new hires in Frontline and assign absence balances.
5. Activate new hires in the Harris Employee Web Portal.

Terminated Employee Management:

1. Update employee data in ProSoft Personnel and Payroll modules.
2. Process employee removal from all enrollments including PSERS, healthcare benefits, and the employee web portal.

Additional Duties:

1. Payroll calendar year end and school year end rollovers for ProSoft (December and June).
2. W-2 preparation and reporting (January).
3. ACA Reporting (February).
4. Wellness Program (runs February through May).
5. American Fidelity Enrollment (February/March).
6. Health Insurance Open Enrollment (May).
7. Salary and Benefits Statements (September).
8. Sales Tax Report (February and August).
9. Sick Day Liability Report (Summer).
10. Enter WSEA professional dues (September).



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11. Enter WEA professional dues (October).
12. Reconcile PSERS year-end report prior to employee statement generation (September).
13. Prepare and send reasonable assurance letters to 10-month support staff (June – mailed on the last day of school).
14. Manage sick bank balances and requests.
15. Add / Maintain salary schedules and employees in ProSoft Budgeting Module.
16. PDE Public School Support Personnel Report (October).
17. Other duties as assigned by the Business Manager.

SUMBIT RESUME AND LETTER OF INTEREST TO: Emily DiNardo, Business Manager
311 Allison Avenue
Washington, PA 15301
Or via email: DiNardoE@prexie.us