

Iowa Association of School Boards

Job Description

Title: Human Resources (HR)/Payroll/Accounting Specialist
Person in Position: (TBD)
Reports to: Chief Financial Officer
FLSA Classification: Non-Exempt
Employment Status: Regular Full-Time FTE

POSITION SUMMARY: Perform IASB payroll, benefit administration, and analysis functions for internal operations. Manage employee work cycles and foster a productive workplace. Promote a positive employee experience through effective human resources practices, compliance oversight, and excellent service to staff and association stakeholders. Supports accounting functions by reviewing Iowa Association of School Boards (IASB) accounting transactions, perform Iowa School Employee Benefit Association (ISEBA) accounting transactions and other accounting job functions. Perform duties with a mission-driven and service-oriented manner to IASB members and internal staff.

QUALIFICATIONS

1. Two - Four-year degree in accounting and human resources, or equivalent experience required. At least 3 years of pertinent experience required. Experience in nonprofit organizations preferred.
2. Demonstrated experience and proficiency in accounting, payroll, and human resources processes required.
3. High proficiency in use of Microsoft Office, Excel, Word, and Adobe PDF. Preferred experience with time-tracking software systems and working knowledge of SharePoint management platform.
4. Excellent verbal and written communication skills.
5. Professional certification such as SHRM-CP, PHR, CPP, FPC, or related credentials are preferred.
6. Excellent organizational skills and the ability to prioritize and perform multiple tasks and meet assigned deadlines.
7. Demonstrated knowledge of HR, generally accepted accounting principles, payroll, and general ledger functions.
8. Demonstrated ability to maintain confidentiality when handling sensitive personnel, payroll, benefits, and financial information.
9. Experience using payroll, HSIS, accounting, and timekeeping systems required. Experience with Paychex, Attendance on Demand (AOD), Microsoft 365, SharePoint, or similar platforms is preferred.
10. Strong interpersonal and people skills with competence in developing and maintaining positive internal and external working relationships.

ESSENTIAL FUNCTIONS:

HUMAN RESOURCE ADMINISTRATION

1. Identify and organize meaningful IASB employee recognition, wellness programs including ISEBA, Paychex. and Wellmark, HR related training sessions/webinars for IASB staff members, and/or other activities (communication/training/assistance).
2. Manage new employee onboarding process for payroll and benefits administration. Coordinate with hiring manager and distribute HR/Payroll/Benefits forms to new employee(s) for set up in payroll systems.
3. Manage employee termination process in coordination with Executive Director and direct report; provide date of last check, vacation payout calculation, COBRA forms, 401(k) information; terminate employee(s) in payroll system and through the UNUM website. Notify ISEBA of terminated employee(s), and verify COBRA health benefits continuation status.
4. Maintain employee information within payroll database and UNUM website.
5. Maintain employee HR file folders per personnel documentation requirements and handle the overall HR documentation retention work.
6. Manage annual employee benefit meetings, employee benefit forms coordination, and notification of open enrollment period and collection of employee elections prior to deadline.
7. Maintain benefit and compensation tracking sheets.

8. Manage yearly IASB Holiday Schedule and Payroll Schedule for employees' reference.
9. Support employee engagement, retention, and workplace culture initiatives that reinforce IASB's mission, vision, values, and organizational goals.
10. Maintain and distribute required labor law postings in a public area of the building and in a digital format accessible to all on-site and remote employees.
11. Monitor federal and state employment, payroll, tax, and benefits regulations; communicate changes and recommendations to the CFO and Executive Director to support organizational compliance.
12. Serve as main contact with payroll and benefits providers, including meeting coordination and correspondence.
13. Create and maintain payroll and human resources process documentation as needed.

PAYROLL

1. Process bi-weekly payroll and make the associated functional allocation of payroll/benefits/tax journal entries.
2. Manage documentation of any employee changes affecting payroll processing.
3. Run and reconcile bi-weekly payroll reports, and coordinate requests for quarterly tax reports from the payroll provider.
4. Create and maintain fiscal year payroll tracking sheets, such as 401(k) contributions, HSA ER contributions, leave hours (vacation, sick, personal), overtime, legislative lobbying hours, etc.
5. Set IASB annual holiday dates and IASB employees' fiscal year leave hours within the Attendance On Demand (AOD) software system.
6. Create and provide employees with an annual IASB employment letter, which includes salary and corresponding benefits. Obtain Executive Director's approval for employment letter correspondence.
7. Assist with annual financial audits, budgets, and other accounting functions.
8. Serve as main contact for workers' compensation audit including preparation, coordination, and reporting.
9. Maximize payroll provider tools, training opportunities, and other resources that are available.
10. Create and maintain payroll process documentation as needed.
11. Comply with all internal controls. Participate in the internal control review process.

ACCOUNTING

1. Perform accounting functions for ISEBA; including but not limited to, cash receipts, cash disbursements, premium invoice reconciliations, commission reconciliations, and journal entries. Verify proper approval authorization has been met, and proper coding is noted.
2. Process credit and debit memos, and refunds as applicable, and calculate admin fees, royalties, and sponsorships.
3. Reconcile new or terminated ISEBA school districts. Maintain the COBRA participant list by school districts.
4. Review IASB information entered in by the IASB Staff Accountant for accuracy based on supporting documentation; including but not limited to, cash receipts, cash disbursements, invoices, credit cards, and journal entries.
5. Prepare monthly bank reconciliations for the ISEBA bank account.
6. Prepare standard monthly journal entries for ISEBA.
7. Complete applicable ISEBA accounting tracking spreadsheets for reconciliation and auditing purposes.
8. Comply with all internal controls. Serve as assigned in all internal control segregation of duties.
9. Other accounting duties as assigned.

OTHER

1. Coordinate, document, and schedule cross training of key accounting functions including payroll, IASB benefit administration, and ISEBA transaction processing.
2. Coordinate with the Executive Assistant on quarterly staff meeting preparations and staff meal orders.
3. Meet with the Executive Director on the IASB annual holiday party timeline and serve as the lead committee coordinator to handle planning and execution of holiday spirit.
4. Assist with the annual November BoardCon event prep work and participate as assigned where needed during event.

5. Serve as backup to the receptionist and staff accountant as applicable.

SUPERVISORY

None

ASSOCIATED FUNCTIONS

1. Personal qualities of integrity, ethics, credibility, and commitment to the association's mission.
2. Identify and participate in continuous process improvement initiatives and efficiencies.
3. Project positive, optimistic image to staff, IASB members, vendors, and others.
4. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following IASB policies.
 - c. Practicing effective teamwork.
 - d. Accepting new challenges.
 - e. Incorporating new learning.
5. Perform other duties as assigned for the efficient and effective operation of IASB.

PHYSICAL REQUIREMENTS

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 pounds.
3. Able to walk up and down stairs.
4. Able to occasionally walk and/or stand for extended periods.
5. Able to drive a vehicle.

TERMS OF EMPLOYMENT

At will.

EVALUATION

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.

IASB reserves the right to change this job description for the efficient and effective operation of this association

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