



Wheat Belt Public Power District

JOB DESCRIPTION

Job Title: **Employee Services Administrator**

Original Issue Date: 2/27/2026

Revision Date: 3/2/2026

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General Purpose of the Position:

This position is responsible for accurately processing payroll, performs accounting tasks related to payroll and benefits administration, and maintains employee files all under strict confidentiality and in accordance with state and federal regulations. This position will perform confidential tasks to ensure the organization's efficiency, effectiveness, and customer service. This position reports to the Supervisor of Accounting and Benefit Administration.

Essential Activities and Responsibilities:

- Exhibits excellent customer service externally with customers and internally with co-workers (cooperation, timely paperwork, etc.).
- Performs payroll accounting, including individual employee deductions, vacation, sick, and paid leave accruals and charges, and ensures accurate employee payroll payments, along with the availability of information for reporting purposes.
- Executes all functions related to a bi-weekly payroll, including maintaining and reconciling deductions and benefits.
- Monitor, analyze, and implement changing tax laws associated with payroll.
- Process timely monthly/annual closings, ensuring journal entries, corrections, and other adjustments are documented. Reconcile accounts as needed.
- Creates and updates applicable worksheets for the annual audit, including but not limited to prepaids, insurance distributions, etc.
- Administers all benefits the District provides (employees and directors) and all voluntary benefits. Communicates changes and distributes documents to the employees and directors as needed.
- Responsible for benefit communication to new employees during orientation and answering questions/assisting employees/directors with any benefit issues.
- Assists with hiring, recruiting, and onboarding new employees.
- The first point of contact for human resources related queries from employees and external partners.
- Schedules for pre-employment physicals and drug and alcohol testing.
- Assists the Manager of Operations in the administration of the lineman apprenticeship program.
- Assists in information collection and documentation for RUS and other auditors.
- Assists in overseeing all DOT, CDL, and Motor Vehicle Records (MVR) to ensure active status.

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- Maintains continuing education and training for all employees, including a training schedule and other requirements for certifications.
- Prepares and assists managers in the annual employee performance evaluation process.
- Represent the HR Department with accurate and timely responses to employees and management and with awareness of confidentiality and compliance. Keep management team members informed on all pertinent matters.
- Organize and administer recruiting and retention programs, compensation and benefits programs, employee relations, equal employment opportunity, worker's compensation and employee training and development programs and ensure program compliance with applicable state and federal regulations to contribute to strengthening the District's position as an employer of choice.
- Manage the Districts records retention requirements.
- Provide administrative support for the Manager of Public Relations and assist in fostering positive relationships between the District's customers and its employees.
- Provide administrative support to the CEO/General Manager, including board meeting preparation and recording of meeting minutes.
- Other duties as assigned.

Education and Experience

- Technical degree and 3 years of experience in human resources or business administration, OR
- Bachelor's degree in Human Resources, Business Administration, Accounting, or a relevant field. OR
- Equivalent combination of education and experience.
- High school diploma or equivalent is required.
- Certification in the Society for Human Resource Management (SHRM) and/or Professional Human Resources (PHR) is preferred.

Additional Qualifications

- A valid driver's license is required.
- Must have excellent computer skills.
- Familiar with Rural Electrification Administration (REA) system of accounts and REA Guidelines.
- Must be able to multitask.
- Must have good communication skills for iterating with employees and board members.

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- Must be able to lift 15 pounds without assistance.
- Knowledge of the NISC iVUE system. (Preferred not required)
- The incumbent must maintain the confidentiality of any information encountered.

Employee Signature: _____ Date: _____

Managers Signature: _____ Date: _____

CEO Signature: _____ Date: _____

