



Stephen J. McNew, Ed.D., Superintendent
Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

www.monroeisd.us

POSITION POSTING #5612

Posting Date: January 21, 2026

Position Title: Accountant - Payroll Supervisor

Location: Business Office

Reports To: Assistant Superintendent for Business and Administrative Services

Salary/Benefits: \$65,132 - \$67,764; full benefits

Available: Immediately

Schedule: Full-time, full year position; Hours and schedule determined at time of employment

FLSA Status: Exempt

Closing Date: Until Filled

Job Summary:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties:

- Responsible for all aspects of payroll.
- Responsible for semi-monthly, monthly, quarterly and annual reports including Federal 941 Reports, State Reporting, MPERS retirement reporting, W-2 Reporting, 1095 and Sales Tax.
- File all applicable wage and tax statements.
- Process EFT payments for payroll deductions.
- Provide audit information including, but not limited to: Salaries Payable, FICA Payable, Retirement Payable, Insurance Payable, Long Term Liabilities, Investments, Student Activity Accounts, Bank Reconciliations, Bank Transfers, Bank Confirmations, MPERS Report, Schedule of Vested Vacation and Sick Pay at 6/30.
- Responsible for the accounting of the employee cash fund.
- Serve as accountant for capital projects fund.
- Responsible for 1099 reporting.
- Responsible for balancing the student activity accounts.
- Responsible for processing employee reimbursements through payroll.



- Responsible for completing audit information as requested by the Office of Retirement Services.
- Prepare journal entries needed for monthly activity and fiscal year-end accruals.
- Represent the district at any meetings, both internal and external, where payroll input is required.
- Keep abreast of federal and state laws regarding payroll related duties.
- Responsible for reconciling bank statements for assigned accounts.
- Assist employees with payroll related questions.
- Responsible for EPARS.
- Responsible for payroll debit cards.
- Develop and maintain good internal control for payroll.
- Cross-train with other district accounting staff.
- Responsible for preparation of monthly financial reports for board packet.
- Serve as resource for local school districts in processing payroll.
- Act as liaison between local school districts, Lenawee ISD and PowerSchool for the payroll aspects of eFinance.
- Hold payroll training labs for local school districts.
- Flexible workday.
- Follow work rules.
- Ability to communicate effectively and deal with co-workers effectively and professionally.
- Maintain regular, predictable attendance.
- Carry out all other responsibilities as assigned.

EDUCATION:

- Bachelor's Degree in accounting or related field required.
- MSBO Payroll Specialist Certification preferred (must obtain within three years of date of hire)

EXPERIENCE:

- Minimum of three (3) years' experience in a K-12 or ISD environment preferred.
- School payroll experience preferred.
- PowerSchool experience beneficial.

SKILLS/OTHER:

- Must be proficient in Microsoft Word and Excel and be familiar with Microsoft Access.
- Excellent writing, spelling, grammar, communication, and math skills.
- Must maintain confidentiality
- Ability to take initiative and work independently or with a variety of people in a team environment, depending on the nature of the task.
- Ability to handle a wide variety of situations with staff and others with professionalism.
- Excellent computer skills.
- Ability to compose routine correspondence/reports.
- Must be able to establish priorities and meet deadlines.



- Must be able to work overtime when necessary.
- Strong analytical skills required.
- Demonstrated payroll/accounting proficiency (payroll test will be administered as part of the interview process).

Criminal History Check: Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the applicant.

Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit; use hands and talk or hear. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities for perform the essential functions.
- The noise level in the work environment is usually moderate.

Application Procedure: All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)

Contact Information: Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2640 (Questions about Postings)