



## Talent Management & Development Department

### NOTICE OF VACANCY

JOB ID: 16119

**POSITION:** Benefits/Payroll Specialist

**LOCATION:** ESB

**SCHEDULE:** Full Time, 250 days per year

**SALARY:** Commensurate with Experience,  
ADNU Salary Scale

**POSTING DATE:** April 30, 2026

**DEADLINE:** May 8, 2026, or Until Filled

#### **JOB DESCRIPTION**

The Payroll/Benefits Specialist coordinates the administration of the employee benefit program, oversees the employee database and fringe benefit open enrollment process, reconciles benefit invoices into the benefits system, ensures ongoing ACA reporting and compliance, and calculates/inputs benefit contributions/deductions for all staff. This role also serves as an assistant for the payroll function of the organization. The candidate will perform a variety of assigned tasks to support the goals and objectives of the Talent Management and Development department requiring an exceptional level of organizational and secretarial skills. This position requires a strong desire to work with people, paper, and technology while providing superior customer service. Candidate must be able to use extreme discretion and judgment in communicating with others.

#### **QUALIFICATIONS**

##### *Required Education and Skills*

- High School Diploma or GED equivalent, with at least two years of work-related experience in benefits administration and/or payroll, or the equivalent in higher education and experience.
- Ability to communicate clearly, tactfully, and courteously both in written and oral format.
- Computer proficiency, particularly with database, spreadsheet, and word-processing software.
- Knowledge of or ability to learn personnel legal terminology and insurance terminology.
- Experience with benefits billing and reconciliation processes, including auditing invoices and resolving discrepancies, preferred.
- Ability to read and interpret documents such as benefit bulletins, insurance summaries, and applicable State and Federal regulations.
- Ability to perform basic mathematical computations including concepts such as applying fractions, percentages, ratios, and proportions to payroll and benefit applications.
- Consistent skills exhibiting professional demeanor and maintaining the highest level of confidentiality.
- Ability to develop positive relationships with all groups of employees.
- Must be detail-oriented with the ability to prioritize multiple tasks to meet deadlines and maintain detailed records.
- Desire to take initiative, learn new skills, and adapt to new work requirements to continually improve the function of the Talent Management and Development department.
- Ability to effectively present information and respond to questions from groups of employees.

##### *Preferred Experience*

- Secretarial/administrative assistant experience in a school setting and/or district level position.
- Experience in database management.
- Preference may be given to those with a background in benefits management.

#### **RESPONSIBILITIES & DUTIES**

- Coordinate the implementation and administration of benefit programs for the District including the annual open enrollment process and the processing of annual benefit open enrollment changes.
- Act a liaison between the school district and insurance companies.
- Ensure COBRA, A.D.A., and FMLA Compliance.

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- Answer employee questions related to employee benefits.
- Meet with employees to assist them in enrolling and making coverage changes.
- Corresponds with TPA on FSA issues.
- Inputs payroll and benefit data into District software.
- Maintains employee benefit databases for all staff.
- Notifies employees and collective bargaining union representatives of changes in benefit programs.
- Prepares, collects, and compiles statistical and other pertinent data for effective collective bargaining.
- Participates in employee relation functions as it relates to employee benefits.
- Prepares and submits required reports to District officials, companies, State, and national regulatory bodies.
- Provide regular payroll support as it relates to verifying timecards, preparing reports, and updating attendance during each pay period.
- Maintain the highest level of confidentiality due to HIPPA privacy of insurance operations.
- Perform other duties as assigned.

### **Overview of Our Process:**

In the Novi Community School District (NCSD), we take great pride in our thorough hiring process. For all candidates applying for a position within the NEA, NASA, or for an office staff position within NESPA, we follow a comprehensive procedure to ensure we select the best candidates. The process begins with an online screener, which will be sent to all applicants via email. It is crucial for candidates to regularly check their email for invitations to progress to the next step. Upon successful completion of the screener and first phase of the process, selected candidates for NEA and NASA positions will receive an email invitation for a one-way video interview. This stage is a crucial opportunity for candidates to showcase their qualifications. After reviewing the one-way video submissions, selected candidates will be contacted by phone for an in-person interview.

Candidates will have a two-business day window to complete both the online screener and the video interview, so candidates should be prepared to dedicate some time during these parts of the process. It is critical that these deadlines are met, as candidates will be excluded from moving forward if they do not complete these components on time.

We look forward to getting to know you better through our hiring process and we appreciate your dedication to monitoring your email for important updates and invitations. Thank you for your interest in joining the Novi Community School District.

### **[Why join the Novi Community School District?](#)**

### **APPLICATION:**

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website** at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160> by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications, we will only consider applications completed online.

### **INTERNAL CANDIDATES:**

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374. Rev. 01-28-23

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