



Job Posting

Coleman Community Schools
4823 N. Coleman Schools Dr., Coleman, MI 48618
Assistant Business Manager- Payroll & Benefits

Date: July 13, 2026
Department: Business Office
Reports To: Business Manager
Closing Date: Until Filled

Career Advancement Opportunity

Coleman Community Schools is seeking an experienced payroll and benefits professional who is ready to grow into a broader leadership role. This position offers a unique opportunity to partner directly with the Business Manager in a collaborative business office leadership model.

Beyond leading payroll and benefits administration, the successful candidate will have opportunities to expand into school finance, budgeting, and business operations. As responsibilities increase, the district is committed to recognizing that growth through expanded leadership opportunities and corresponding compensation.

Position Summary:

The Assistant Business Manager serves as the district's lead administrator for payroll and employee benefits while assisting with financial operations and business office administration. This position works in close partnership with the Business Manager and serves as a collaborative resource for employees across the district. Success in this role requires exceptional communication, strong interpersonal skills, and a commitment to providing responsive, solutions-focused customer service.

The ideal candidate is detail-oriented, highly organized, and enjoys building positive relationships while continuously seeking opportunities to improve processes, increase efficiency, and support a collaborative team environment. The successful candidate will be someone who enjoys collaborating with others, embraces continuous improvement, communicates openly, and approaches challenges with professionalism and a solutions-focused mindset. As knowledge and experience grow, the successful candidate will have opportunities to assume additional leadership responsibilities within the Business Office.

Primary Responsibilities:

Collaboration, Communication & Process Improvement

- Partner with the Business Manager and district staff to support efficient business office operations.
- Build strong professional relationships with employees, administrators, vendors, auditors, and benefit providers.
- Collaborate to improve processes, strengthen internal controls, and promote operational efficiency.
- Demonstrate flexibility, sound judgment, teamwork, and a solutions-oriented approach.
- Communicate complex payroll, benefits, and financial information clearly and professionally to employees with varying levels of understanding.

Payroll Administration:

- Oversee all district payroll processing for salaried, hourly, substitute, coaching, and stipend employees.
- Ensure timely and accurate payroll processing.
- Maintain payroll records, deductions, tax withholding, direct deposits, and leave balances.
- Prepare payroll tax reporting, W-2s, and other required federal and state filings.
- Complete MPSERS reporting and payroll reconciliations.
- Interpret collective bargaining agreements related to compensation and payroll practices.
- Maintain compliance with federal and state wage and hour laws.

Benefits Administration:

- Administer all employee benefit programs including medical, dental, vision, life, disability, and retirement benefits.
- Coordinate annual open enrollment.
- Assist employees with benefit questions and enrollment.
- Administer COBRA, ACA, FMLA, and other regulatory requirements.
- Reconcile monthly insurance invoices.
- Serve as liaison with insurance carriers, benefit consultants, and third-party administrators.

Business Office Leadership:

Working alongside the Business Manager, responsibilities may expand to include:

- Budget development and monitoring
- Financial reporting and analysis
- Audit preparation
- Purchasing and procurement
- Internal controls and process improvement
- Grant financial administration
- Policy implementation
- Strategic planning
- Business office leadership and supervision

Preferred Qualifications:

- Bachelor's degree in Accounting, Business Administration, Finance, Human Resources, or related field preferred (equivalent experience considered)
- Payroll and benefits administration experience required
- Experience with Michigan public school payroll, MPSEs, Skyward or governmental accounting preferred
- Excellent communication and interpersonal skills
- Detail-oriented with exceptional organizational abilities
- Strong analytical and problem solving skills
- Ability to build positive relationships with staff, vendors, and outside agencies
- Commitment to teamwork, confidentiality, and continuous improvement

Compensation:

Competitive salary commensurate with qualifications and experience. As the successful candidate assumes additional leadership responsibilities through the district's collaborative business office leadership model, compensation may be adjusted to reflect the expanded scope of the position.

Why Coleman Community Schools?

At Coleman Community Schools, we believe in developing talent from within. This position offers more than traditional payroll and benefits administration—it provides the opportunity to become a trusted business office leader. Working alongside the Business Manager, the successful candidate will help shape district processes, improve operational efficiency, and contribute to the long-term success of the district while advancing their own career.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods of time. This person in this position will be required to move about the inside of the building and will be required to open and close filing cabinets, operate office equipment and computers. The person in this position will spend a majority of their time communicating with staff, public, business and state/federal

agencies and must be able to exchange and record accurate information in these situations. The employee may need to travel to different work locations for various meetings, training, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee is frequently required to interact with staff, public, business and state/federal agencies.

Terms and Conditions of Employment:

Full time - 12 months, Monday-Friday, 8:00 am to 4:30 pm w/ 30-minute lunch
(8 hours per day - 261 days)

Insurance or in lieu offered. Paid holidays, vacation, personal and sick days provided.

Evaluation:

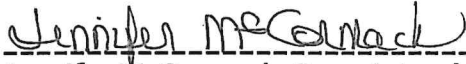
Performance of this job will be evaluated by the Business Manager

Application Procedure:

Apply in person or by mailing or e-mailing the following: Cover letter, Resume with professional references, copy of certificates, copy of transcripts, and any additional information to: **Coleman Community Schools, Administration Office, Attn: Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI, 48618, kberthume@colemanschools.net**

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts.

This position is hereby posted beginning: **Tuesday July 14, 2026** and ending: **Until Filled**



Jennifer McCormack, Superintendent
Coleman Community Schools
Payrollspecialist7.13.2026

COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:

