



# EDWARDSBURG PUBLIC SCHOOLS

69410 SECTION STREET • EDWARDSBURG, MI 49112  
(269) 663-3055 • FAX (269) 663-6485 • [www.edwardsburgpublicschools.org](http://www.edwardsburgpublicschools.org)

DR. COURTNEY SZUCS, SUPERINTENDENT

## POSTING

### Business Services Assistant for Payroll/Benefits

Full Time/Year Round Position

Responsibilities include:

- Review and process payroll for school employees
- Retirement accounting and reporting
- Federal/State payroll and benefit compilation and reporting
- Employee benefits coordination
- Student activity and food service deposits
- Enter and proof revenue information
- Financial account balancing and reconciliation
- Assist with annual audit and budget processes
- Other duties as assigned

Qualifications:

- Prior payroll or accounting experience preferred
- Ability to follow complex oral and written directions and to prepare fiscal reports
- Strong organizational, computer, writing, and oral communication skills
- Excellent MS Word and Excel Skills
- Meticulous attention to detail and ability to multi-task in fast-paced environment
- Promote a positive image of the District at all times.
- Expectation of high level of confidentiality
- Exceptional attendance record

Apply to Gail Enders, Director of Finance and Operations

The Edwardsburg Public School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decisions or the provision of services.

If any person believes that the Edwardsburg Public School District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Edwardsburg Public Schools, 69410 Section St., Edwardsburg, Michigan 49112 (269-663-3055).