



## **Job Description for Payroll and Benefits Specialist**

<b>JOB TITLE:</b>	Payroll and Benefits Specialist
<b>DEPARTMENT:</b>	Business Office
<b>REPORTS TO:</b>	Director of Finance/Business
<b>WORK LOCATION:</b>	CCRESA Administration Building
<b>WORK SCHEDULE:</b>	Full-Time Calendar Year
<b>SALARY SCHEDULE:</b>	Operational and Administrative Personnel Pay Schedule A

### **SUMMARY**

The Payroll and Benefits Specialist is a core member of the CCRESA Business Office team, responsible for ensuring the accurate and timely administration of payroll and employee benefits. This position acts as a primary liaison between payroll, human resources and insurance vendors. This position requires a critical thinker, often requiring the individual to perform complex insurance reconciliations. Additionally, this individual serves as the primary backup for executing the main CCRESA payroll and other payroll reporting requirements, working closely with the CCRESA Payroll Analyst.

A key long-term objective for this role is to support the scalability of regional services; the successful candidate will eventually transition to managing and running payroll for multiple local school districts within Clinton County as part of the CCRESA centralized payroll team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serve as the primary backup to the CCRESA Payroll Analyst.
2. Assist with regular payroll tasks, including timesheet review, calculating adjustments, handling voluntary deductions, processing tax withholdings, and executing garnishments.
3. Assist with the preparation of mandatory quarterly and annual reports (e.g., Form 941, W-2's, and annual local/state reporting)
4. Assist with the preparation of the employee contracts
5. Research and resolve payroll discrepancies as needed
6. Accurately process and report human resources and payroll data to the Michigan Public School Employees Retirement System (MPSERS / ORS).
7. Provide payroll support services for local school districts within Clinton County and eventually take over responsibility for processing payroll for these school districts.

8. Serve as a main point of contact for insurance vendors regarding health, dental, vision, life and all other insurance plans.
9. Perform comprehensive, detailed monthly insurance reconciliations to ensure billing statements align exactly with general ledger accounts and employee payroll deductions.
10. Assist with annual open enrollment process (*including but not limited to support in training sessions, working directly with staff the process of enrollment*)
11. Assist Payroll Analyst and Finance/Business Director with annual audits as related to payroll and benefits.
12. Maintain updated knowledge of board policies and bargaining agreements as related to payroll and related benefits and compensation.
13. Work collaboratively as part of the Business Office to ensure optimal operation of all duties.
14. Other duties as assigned.

***The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.***

## **SUPERVISORY RESPONSIBILITIES**

Not Applicable

## **QUALIFICATIONS**

### **Education:**

- Minimum of an Associate degree in Accounting, Finance, Business Administration, or Human Resources management (Bachelor's degree preferred), or equivalent verified professional experience.

### **Experience:**

- Minimum of 1 year of progressive experience in payroll processing and/or benefits administration.
  - Direct experience within a payroll / benefits function at a medium to large organization or school setting, familiar with Skyward /Qmlativ or similar payroll software.
  - Proven experience with complex financial reconciliations (*specifically insurance billings to payroll registers*).

### **Certificates, Licenses, Registrations:**

- Michigan School Business Officials (**MSBO**) School Payroll Specialist or Human Resources Specialist certification is preferred, or a willingness to obtain it within three years of hire.

### **Other knowledge, skills and abilities:**

1. Familiarity with basic accounting principles and practices
2. Ability to maintain complex accounting records in an orderly and accurate manner.
3. Ability to prioritize competing objectives and to meet deadlines.
4. Communication skills – ability to express ideas clearly and concisely, in writing and verbally.
5. Interpersonal skills – cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
6. Proven ability to work independently while exercising sound judgment, initiative, and problem-solving skills
7. Advanced proficiency with Skyward school enterprise software, or similar preferred.
8. Strong proficiency of the Google Workspace ecosystem (Docs, Sheets) and Microsoft Office.
9. Exceptional attention to detail, strong analytical problem-solving skills.
10. Ability to maintain strict confidentiality and exercise discretion when handling sensitive employee data.
11. Commitment to continuous learning and staying current with payroll, accounting, tax, and regulatory requirements affecting school operations.

### **PHYSICAL DEMANDS**

This position requires prolonged periods of sitting and working at a computer workstation. Essential job functions involve extensive use of a computer, including viewing electronic documents, entering data, reviewing reports, and utilizing multiple software applications for extended periods throughout the workday. This position may involve periodic moving/lifting of boxed records and supplies.

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### **WORK ENVIRONMENT**

School office environment. It is anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful within a busy office environment.

### **POSITION TYPE/EXPECTED HOURS OF WORK**

Some flexibility in hours is allowed, but employee is generally expected to work 5 days per week, 7.5 hours per day and be available during the core work hours of 9:30 a.m. to 3:30 p.m. (lunch hour permitted). Occasional evening and weekend work may be required as job duties demand. Regular on-site attendance is expected.

### **TRAVEL**

This position requires very little travel.

### **TO APPLY**

Please [click here](#) to apply or refer to the CCRESA website at [ccresa.org](http://ccresa.org) and click on the **Job Opportunities** tab at the top of the page.

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on sex, pregnancy, childbirth, and related medical conditions; sexual orientation; and gender identity, race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Special Education Director, 1013 South US-27, St. Johns, MI 48879, email [rhelen1@ccresa.org](mailto:rhelen1@ccresa.org), or call 989-224-6831.

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## Who We Are

We are delighted that you are considering joining Clinton County Regional Educational Service Agency (CCRESA), an organization dedicated to providing exceptional educational and support services for all learners.

At CCRESA, we believe our people are our greatest strength. Every role within our agency, whether in classrooms, support services, leadership, or operations, contributes to creating meaningful opportunities for students, families, and educators across Clinton County.

## What You'll Find at CCRESA

- **Mission-Driven Work** - Our mission guides everything we do: to provide quality services for learning through innovative collaboration, communication, and leadership. At CCRESA, you'll be part of a team that turns those words into action every day by supporting districts, empowering educators, and improving outcomes for students.
- **Shared Core Beliefs** - These beliefs shape our decisions, our interactions, and our collective purpose. We believe that:
  - Everyone deserves an environment that is nurturing, safe, respectful, and provides a sense of belonging;
  - Education is a shared responsibility of the home, school, and community;
  - All students are unique individuals who learn, have a purpose, and can contribute to society;
  - In providing high-quality and equitable services and leadership to those who we serve;
  - Instructional decisions and design practices are based on the needs of the whole learner;
  - Expectations, effort, instruction, relationships, and results matter.
- **Commitment to Excellence and Innovation** - We are proud to lead with curiosity and creativity. Whether developing new initiatives, expanding partnerships, or strengthening existing systems of support, CCRESA is a place where innovation is encouraged and excellence is expected.
- **Professional Growth and Support** - At CCRESA, learning never stops. We invest in the development of our staff through ongoing professional learning, leadership opportunities, and collaboration with talented colleagues who share a passion for education and service.
- **Impact That Matters** - Every role at CCRESA has a ripple effect—supporting educators, shaping programs, and improving outcomes for students across Clinton County. Here, you'll know your work matters.
- **Comprehensive Benefits** - We offer competitive compensation and a benefits package that supports the well-being of our employees and their families.

If you are passionate about education, inspired by service, and energized by collaboration, we invite you to explore a career with Clinton County RESA. Together, we can continue to provide exceptional educational and support services that make a lasting difference for all learners.