



## Inspire ~ Empower ~ Succeed

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**Position Title:** Payroll and Benefits Accountant

**Building:** Mason Public Schools/Central Office

**Job Description:** The Payroll Accountant is responsible for assisting with the district's accounting, payroll, and reporting requirements. This includes reviewing and analyzing information, preparing internal and external payroll reports, properly monitoring payroll and attendance data, assisting with audits, and maintaining electronic records. This position will cross train on other business office roles and serve as an alternate when needed.

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance or equivalent preferred.
- Michigan School Business Officials Business Office Specialist Certification, School Payroll Specialist or higher preferred (or a willingness to obtain)
- Strong understanding of K-12 accounting principles, including MDE Bulletin 1022 – Michigan Public School Accounting Manual, chart of accounts and account code associations.
- Ability to use district technology and maintain proficiency as required skill sets change with the needs of the district.
- Experience and aptitude in the use of Microsoft Excel and Word required.
- Experience in the use of financial management systems required.
- Strong analytical and mathematical aptitude required.
- Ability to communicate effectively in writing, orally and electronically.
- Demonstrated ability to take initiative and work as an effective team member.
- Demonstrated ability to work independently and apply discretion in decision-making.
- Ability to handle a variety of responsibilities with attention to detail and minimal supervision.
- Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.
- Strong organizational skills and ability to meet required deadlines with minimal supervision.
- Ability to work cooperatively with a team and demonstrate a history of dependability, professionalism, and excellent attendance
- Maintain regular, predictable attendance.
- Maintain strict confidentiality.

### **RESPONSIBILITIES & DUTIES**

- Perform detailed review of each payroll including balancing, reviewing account numbers for accuracy, and investigating and correcting any discrepancies.
- Analyze and process electronic payroll and tax payments and involuntary.
- Develop and streamline processes by implementing electronic collections forms.
- Analyze Change of Status Forms from Human Resources for accuracy and update electronic records.
- Understand and review adjusting journal entries for accuracy and prepare as needed.
- Learn and analyze payroll systems and procedures.
- Assist with new staff orientation as needed and serve as a resource to all staff for payroll and retirement questions.
- Train staff on payroll processes, including accurate use of TrueTime.

- Timely and accurate compilation of data and response to requesting agencies, the Office of Retirement Services, Internal Revenue Service, and Unemployment Insurance Agency. Review to ensure district payment balances match government balances and investigate any discrepancies.
- Prepare local, state and federally mandated reports, including but not limited to Forms W-2, Forms 941, Quarterly Medicaid Reports, and Annual Facility Settlement Report.
- Investigate areas where efficiencies may exist and implement process improvements.
- Analyze account numbers for accuracy and update records as needed.
- Assist with the preparation of the district's annual financial statement audit by recording year-end accrual transactions and preparing reports and schedules as needed.
- Understand and stay up to date on GASB pronouncements related to payroll and retirement.
- Assist in developing and implementing internal controls for payroll.
- Cross-train on Business Office procedures including Accounts Payable to provide back-up.
- Enroll employees and implement payroll deductions for IRS section 125 Health and Dependent Care reimbursement and 403(b) and 457 deferred compensation deductions.
- Coordinate annual open enrollment process and manage all annual benefit enrollment changes and records for health, dental, vision, life, universal life, long-term disability and all other optional insurance plans.
- Evaluate and payment of all insurance and withholdings for staff, including reconciling and processing
- Analyze and process transactions needed for voiding, reissuing checks and ACH transaction.
- Maintain a working knowledge of employee-negotiated contracts.
- All other duties as assigned by the Chief Financial Officer.

**Work Schedule:** 261 days per year at 8 hours/day

**Salary/Benefits:** \$55,000 - \$70,000 annually  
 Benefits include Health, Dental, Vision, Life Insurance (Cash in lieu of Health Insurance will be paid at \$3,000 annually)  
 Paid holiday and leave days

**Deadline:** March 15, 2023

***Diversity, Equity & Inclusion (DEI): Through authentic learning opportunities, Mason Public Schools is committed to an inclusive environment. Our students, staff, and community respectfully acknowledge and value the diverse cultures, lifestyles, experiences, perspectives, and identities of each other.***