



Job Posting: Payroll & Accounts Payable Specialist

District: Newaygo Public Schools

Position Type: Full-Time

Reports To: Business Manager

Compensation: Full Time Hourly \$21-24.00/hr.

Date Posted: May 29, 2026

Application Deadline: June 10, 2026

Position Summary

Newaygo Public Schools is seeking a highly organized, detail-oriented, and collaborative **Payroll & Accounts Payable Specialist**. This dual-focus role is critical to the district's financial operations, managing the end-to-end processing of payroll and vendor payments, ensuring compliance with state and federal regulations, and supporting the Business Department. The ideal candidate possesses strong supervisory skills, a deep understanding of fund accounting, and the ability to handle sensitive information with the utmost discretion.

Qualifications & Requirements

- **Education:** Associate's degree preferred.
- **Experience:** 3–5 years of school payroll experience preferred; fund accounting and/or public school district experience highly desirable.
- **Technical Skills:** Proficiency with school finance software (Linq), data entry, and spreadsheet applications.
- **Core Competencies:**
 - Proven track record of strict accuracy and meticulous attention to detail.
 - Ability to work with confidential and highly sensitive information.
 - Excellent customer service and communication skills; ability to interact positively with all personnel and resolve issues effectively.
 - Strong organizational skills and the ability to manage a multitude of responsibilities, meet tight deadlines, and work with minimal supervision.

Key Responsibilities & Duties

1. Payroll Management & Compliance

- **Routine Processing:** Assume ultimate responsibility for the overall accuracy, timeliness, and completion of the district's payroll, including the transmission of payments and data files.
- **Wage Calculations:** Calculate and verify the accuracy of wages, including mid-year reassignments, retroactive pay adjustments, and other payroll corrections.
- **Regulatory Compliance:** Maintain a deep understanding of federal/state withholding requirements, labor contracts, IRS regulations, and Office of Retirement Services (ORS) rules.

- **Reporting & Reconciliation:** Ensure timely completion of payroll reporting (W-2s, unemployment costs, payroll tax returns, and ORS reports). Reconcile payroll-related liability accounts with the Business Manager.
- **Retirement & Benefits:** Monitor and administer employee contributions to TSAs/457s, ensuring compliance with maximum contribution limits.
- **Data Maintenance:** Manage payroll files, including calendar and fiscal year-end balances, payroll tax tables, and appropriate record retention. Publish annual payroll calendars for all employee groups.
- **Department Collaboration:** Work closely with Building Secretaries and Administration to streamline payroll workflows.

2. Accounts Payable & Cash Management

- **Invoice Processing:** Enter recurring invoices (e.g., EduStaff, utilities, food service suppliers, and purchase cards).
- **Payment Execution:** Perform weekly check runs and process EFT payments for utilities, suppliers, and district vendors. Monitor payments for unorthodox, unallowable, or inconsistent practices.
- **Cash Management & Deposits:** Organize and enter building deposits into the finance system
- **Procurement Support:** Process Purchase Orders (POs) and serve as the primary district contact for major vendors (Amazon, School Specialty, Staples, etc.).

3. Operations Support

- **District Support & Training:** Provide training, support, and clear communication to district employees on purchasing, deposits, mileage, and conference forms.
- **Administrative Tasks:** Prepare correspondence (letters, memos, emails, reports), produce AP/AR-related journal entries, manage breakroom/supply closet inventory, and file property tax forms as required.
- **Red Rover Management:** Set up new teacher accounts in Red Rover and work with building secretaries to monitor attendance
- **Audit & Strategy Support:** Provide necessary reports to administration and auditors. Assist the Business Manager with year-end audit schedules, chart of accounts maintenance (REP reporting), accounting policies, and internal controls.
- **Cross-Training:** Maintain the ability to provide short-term assistance to other finance areas during peak periods to ensure continuous departmental operations.
- **Background Checks:** Run routine I-CHATs for Volunteers/Chaperones
- **Other Duties:** Perform other duties as assigned by the Business Manager.

How to Apply

Interested candidates should submit a cover letter, resume, and references via email to Mr. Ben Gilpin, bgilpin@newwaygo.net

Newwaygo Public Schools is an Equal Opportunity Employer.