



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 New Street ♦ PO Box 367 ♦ Stanton, Michigan 48888

Telephone: 616-225-4700 ♦ TDD: 800.649.3777 ♦ Fax: 989.831.8727 ♦ www.maisd.com

Our Vision: MAISD will be an educational partner in building strong communities.

Our Mission: In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools and families.

Position Opening

Posting Date: May 14, 2026

Position: Payroll Manager

Effective Date: August 3, 2026

Circumstances: Staff Retirement

Certification/ Qualifications:

1. Bachelor's degree in finance or accounting is preferred.
2. Minimum four (4) years' experience in school payroll and benefits.
3. Demonstrating proficiency with computers required. Working knowledge of Windows based programs and Google (word processing and spreadsheets), required.
4. Demonstrated high level of confidentiality, integrity, and discretion.
5. Demonstrated excellent verbal and written skills.
6. Demonstrated ability to work collaboratively and establish positive relationships with MAISD colleagues and all school staff.
7. Demonstrated ability to be highly organized and work well under pressure.
8. Ability to work a flexible schedule when necessary.

Reports to: Associate Superintendent Finance & Human Resources

Salary: \$60,000 - \$70,000 annually based on experience

Terms of

Employment:

Non-Union. 12-month employee (260 days), 8 hours per day
Holiday, Vacation, Sick, and Bereavement Days
Health Insurance – Employee/Employer shared costs
Dental, Vision, Life, AD&D, and LTD - Employer Paid
1% of Base Pay Annuity

Job Summary:

Responsible for overseeing and managing the organization's payroll functions to ensure accurate and timely processing of employee compensation. This includes ensuring compliance with relevant laws and regulations, resolving discrepancies, maintaining payroll records, and collaborating with the Human Resources Department. The Payroll Manager also implements process improvements and ensures adherence to company policies and deadlines.



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Essential Job Functions:

1. Process and reconcile semi-monthly payrolls for all MAISD staff
2. Assist Human Resources to enter new hires into MUNIS
3. Assist Human Resources with MUNIS updates – Contracts, step updates, exiting staff, and time off accruals
4. Administrator of MUNIS Employee Self Service (ESS)
5. Monitor probationary periods for new hires and bus driver stipends
6. Complete ORS biweekly reports, final payroll details, audits, payments, and small steps campaign
7. Complete, file, and reconcile the IRS form 941 by the required deadline
8. Prepare and submit annual W-2 forms by the required deadline
9. Complete Worker's Compensation Audits
10. Process benefit changes
11. Report quarterly unemployment wages to appropriate institution
12. Assist with calendar year close and fiscal year-end close
13. Prepare and send out payroll reminders to staff and supervisors
14. Prepare information for all payroll-related audits
15. Assist with employee retirement questions related to MPSERS
16. Process unemployment claims
17. Process employment verifications
18. Assist with estimating employee costs for grants and other funding
19. Assist with workers' compensation claims
20. Monitor and track ESTA to ensure compliance
21. Be an active MSBO member
22. Attend professional development for topics related to job duties
23. Consistent and reliable punctuality and attendance
24. Such other duties as may be assigned by the Associate Superintendent of Finance & HR

Additional Information:

Tricia Root, Associate Superintendent Finance & HR
Montcalm Area Intermediate School District
(616) 225-6190 or troot@maisd.com



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Applications:

If you are qualified and interested in this position, please complete an online application through Applitrack located from the Employment Section on our website www.maisd.com. Submit the application, detailed resume, work experience, references, and pertinent credentials through the online process.

Deadline for Applications:

Until Filled

Statement of Assurance:

*It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989- 831-5261). **Montcalm County Intermediate School is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities. EEO***

Posted on: 05/14/2026 By Jess Dora

Authorized By Kathleen Flynn
Kathleen Flynn, MAISD Superintendent



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