POSITION: Payroll/Benefits Specialist – Central Office - 52 Weeks
SUPERVISOR: Director of Finance

QUALIFICATIONS: Following is a list of qualifications for the position of Payroll/Benefits Specialist, any of which may be waived by the Board in exercising its prerogative to determine qualifications.

- Bachelor’s degree in Finance or Accounting or equivalent
- Two years experience in school or public sector payroll and benefits preferred
- Experience and aptitude in the use of Excel and Microsoft Word required
- SMART Application experience preferred
- Strong analytical and mathematical aptitude required
- Ability to communicate effectively in writing, orally and electronically
- Demonstrated ability to work as an effective team member
- Demonstrated ability to provide excellent customer service
- Ability to handle a multitude of issues/responsibilities with attention to detail and minimal supervision.
- Strong organizational skills and ability to meet required deadlines
- Ability to meet expectations for good attendance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Bi-weekly payroll processing, ORS reconciliation and reporting, quarterly 941 and annual W-2 and ACA preparation.
- Settlement of all liability accounts related to payroll on a biweekly basis, with either accounts payable check runs, ACH payments or journal entries.
- Maintain compliance with all payroll taxing entities
- Maintain files for time records, voluntary deductions and tax withholdings
- Biweekly third-party timesheets (EduStaff) data entry, file transmission and journal entries
- Monitor and administer employee contributions to TSA’s and compliance with maximum contribution limits and IRS regulations.
- Complete retirement final salary affidavits for terminated and retired employees.
- Load salary contracts in payroll system.
- Monitor and administer employee benefits provided by collective bargaining contracts, individual employment contracts and District policy.
- Coordinate all aspects of annual reopening for employee benefits.
- Monthly review, correction, general ledger posting and payment of all employee benefits.
- Prepare Quarterly Medicaid Outreach financial report.
- Attend County and State payroll conferences and workshops when requested.
- Good Attendance
- Provide back up for attendance records as needed.
- Other duties as may be assigned by Director of Finance

SALARY: Salary will be determined based on qualifications, experience and background.

APPLICATION DEADLINE: Open Until Filled
APPLICATION PROCEDURE: Send Letter of Interest/Resume to:
Jennie Li
Director of Finance
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Redford, MI 48240
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