POSITION OPENING
August 25, 2020

POSITION: Payroll/Benefits Specialist – Central Office - 52 Weeks

SUPERVISOR: Director of Finance

QUALIFICATIONS AND OTHER REQUIREMENTS: Following is a list of qualifications and other requirements 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 Accounting, Finance, or equivalent.
- MSBO School Payroll Specialist certification required or ability to obtain within three years.
- Minimum of two years successful experience in school payroll and benefits preferred.
- Experience and aptitude in the use of Microsoft Excel and Word required.
- SMART application software experience preferred.
- 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.
- Ability to handle a variety of issues and responsibilities with attention to detail and minimal supervision.
- Ability to exercise good judgement and make decisions in accordance with board policies and established administrative guidelines.
- Strong organizational skills and ability to meet required deadlines.
- Maintain regular, predictable attendance.
- Maintain strict confidentiality.
- Ability to use district technology, and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for bi-weekly payroll processing, ORS reconciliation and reporting, quarterly 941 reports, annual W-2s and ACA preparation.
- Load salary contracts in the payroll system.
- Settlement of all liability accounts related to payroll on a biweekly basis, with either accounts payable check runs, ACH payments and/or journal entries.
- Maintain compliance with all payroll taxing entities and remittance of payments.
- Maintain files for time records, voluntary deductions and tax withholdings.
- Process bi-weekly third-party timesheets (EDUstaff), file transmission and journal entries.
- Monitor and administer employee contributions to TSAs and compliance with maximum contribution limits and IRS regulations.
- Complete retirement final salary affidavits for terminated and retired employees.
- Monitor and administer employee benefits provided by collective bargaining agreements, individual employment contracts and district policy.
- Coordinate and manage all aspects of annual open enrollment 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.
• Track employee leaves and absences.
• Other duties as assigned by the 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 and References to:
Jennie Li
Director of Finance
17715 Brady Street
Redford, MI 48240
lij@redfordu.k12.mi.us

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