Director of Compliance, Payroll and Reporting

A Charter School Management Company located in Livonia Michigan is looking for a school Compliance Director to oversee compliance, payroll and benefits, and accounts payable for multiple schools. This is a central office position.

Job Duties:

- Ensure that schools remain in compliance with state and federal polices and regulations.
- Work with school boards to ensure that they remain in compliance.
- Administer Insurance benefits.
- Bi-monthly payroll using ADP.
- Unemployment.
- Workers Comp.
- Compliance. Certifications, HR records and functions, EPI Center, GEMs/MARS, Transportation, Food Service, CEPI, Etc.
- Compliance reports
- Experience with other State of Michigan information systems, including but not limited to Center for Educational Performance and Information (CEPI), Graduation and Dropout (GAD), Michigan Online Educator Certification System (MOECS), Educational Entity Master System (EEM), Michigan Educational Information System (MEIS), or equivalent alternative experience required. Experience with all functions and activities related to pupil accounting systems management, reporting, and coordination.
- Facilitate and manage all information exchanges between the State and District relating to State reporting.
- Board Reports and board compliance, including posting minutes and preparing board packets, and transparency reporting.
- Accounts Payable data entry
- Document scanning and maintenance of central office electronic filing systems

Requirements:

- Prior experience with educational reporting.
- Bachelor’s degree in education, finance or business preferred.
- Prior experience working with schools preferred.
- Good Excel and Word skills needed.
- Works well to complete deadlines under pressure.
- Works well with others.
- Successfully pass criminal background check.

Compensation:

- 1 month paid time off.
- Dental, vision and health.
- Salary range $60,000-$70,000 commensurate with experience.

Please send Resume and letter of interest to arudolph@edpartners.net