



PAYROLL & BENEFITS SPECIALIST

REPORTS TO: MOISD Business Manager	START DATE: May 20, 2024 or as soon as possible
LOCATION: Mecosta-Osceola Resource Center Business Office	COMPENSATION: \$20.73 - \$30.07 hourly, commensurate with qualifications and experience.
CLASSIFICATION: Non-Union, Non-Administrative	DURATION: 7.5 hours daily, 260 days per year
BENEFITS: Full family medical with Health Savings Account or cash in lieu of medical; Dental, vision, life and long-term disability insurance provided and paid 100% by MOISD. Employee Assistance Program, professional development opportunities; MPSERS retirement plan; paid sick, personal and vacation time, paid holidays.	

Position Summary: The Payroll and Benefits Specialist provides payroll and benefit administration services for all employees and is responsible for maintaining related documentation and reporting. This position works closely with the Human Resource and Business Offices to ensure that employees are compensated accurately and communicated with clearly.

Qualifications, Education and Experience

- Minimum of associate degree with emphasis in accounting, finance or business administration preferred, or equivalent experience.
- Minimum of three years of payroll, business or accounting experience, preferably within a public-school setting or in governmental accounting.
- MSBO School Payroll Specialist Certification required, or commitment to obtain within three years of hire.
- Familiarity with basic accounting principles and practices.
- Knowledge of and experience with SDS software preferred.
- Knowledge of and experience with Red Rover payroll and attendance software preferred.
- Demonstrated aptitude for work to be performed, including, but not limited to: positive work ethic, well organized, self-starter, exceptional communicator, technology proficient.
- Familiarity with Michigan public school rules and regulations, including record retention.
- Proficiency with Google applications, Microsoft Office, and electronic recordkeeping.
- Exceptional verbal and written communication skills.
- Ability to maintain strict confidentiality and a professional demeanor.

Essential Duties and Responsibilities

- Process bi-weekly payroll for all employees and maintain accurate documentation.
- Reconcile payroll-related liability accounts and make withholding payments accurately.
- Prepare and process timesheets, earnings, and adjustments for payroll changes, new hires and exiting employees; communicate changes to employees.

Supporting Schools and Student Achievement



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

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- Ability to exercise sound judgment and make decisions in accordance with board policies.
- Excellent time management and organizational skills, with strict attention to detail.
- Establish positive and productive working relationships with co-workers and employees.
- Research and resolve payroll discrepancies as needed.
- Take initiative to resolve problems, identify deficiencies and make changes and/or suggestions for improved processes and procedures.
- Ability to work independently, research information/seek clarity and ask questions as necessary.
- Effectively utilize various technologies to accomplish assigned tasks.
- Ability to handle and prioritize a variety of issues and responsibilities with minimal supervision.
- Create and help refine processes to address a variety of needs across multiple departments.
- Respond to employee payroll / benefit questions and concerns concisely and accurately.
- Support onboarding for new hires and internal staffing changes.
- Effectively administer ORS retirement processing and reporting.
- Adjust payroll and provide support for Workers' Compensation administration as necessary.
- Prepare and submit required governmental reports, including quarterly 941 and annual W-2 reports.
- Record, track and report employee attendance and working hours as necessary for annual leave allocations, benefit eligibility, FLSA and ACA.
- Create annual contracts and update compensation information in applicable systems.
- Maintain payroll records, voluntary deductions, garnishments and tax withholding accurately and in accordance with the law.
- Process employee benefit enrollment, changes, terminations and reconciliation of invoicing.
- Assist Business Manager with annual audits as related to payroll and benefits.
- Analyze and update processes as necessary to ensure optimal efficiency and accuracy for both internal operations and employee processes.
- Communicate with employees via phone, email, virtual methods, and in person meetings as necessary and upon request.
- Display the ability to remain calm and empathic in the presence of distressed employees.
- Engage in ongoing education to maintain and enhance professional competence, knowledge, skills, and to determine best practices in order to effectively perform assigned responsibilities.
- Maintain updated knowledge of board policies and bargaining agreements as related to payroll and related benefits and compensation.
- Work collaboratively as part of the Business Office to ensure optimal operation of all duties.
- Provide payroll, benefit, and other relevant support to local districts as needed.
- Transport self to assigned worksite and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by Superintendent or designee.

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Work Environment and Physical Demands

Work is in an office setting; noise level is generally minimal to moderate. While performing the duties of this job, the employee is required to sit for long periods of time, stand and walk regularly, stoop, kneel, crouch, or crawl; use hands and arms to type, write, reach, handle, and feel, and occasionally lift and/or move up to 20 pounds; talk and hear. Specific vision abilities include close vision, ability to adjust focus with emphasis on long periods of concentration on a computer screen and small numbers.

POSTING DATE: May 1, 2024

APPLICATION DEADLINE: May 17, 2024

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume including current references, and copy of transcripts and/or applicable certification(s) to:

Jessica R. Ross, Human Resources Coordinator

E-mail: jobs@moisd.org

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