REDFORD UNION SCHOOLS

POSITION OPENING
May 2, 2016

POSITION: **Payroll/Benefits Specialist – Central Office - 52 Weeks**
SUPERVISOR: **Accounting Manager**

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 payroll and benefits preferred
- Experience and aptitude in the use of Excel and Microsoft Word required
- SMART/Cyborg 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
- Ability to handle a multitude of issues/responsibilities with attention to detail and minimal supervision.
- Strong organizational skills and ability to meet required deadlines

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Bi-weekly payroll processing, ORS reconciliation and reporting, quarterly 941, 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.
- Maintain compliance with all payroll taxing entities.
- Maintain files for time records, voluntary deductions and tax withholdings.
- Biweekly PESG 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.
- Monitor and administer employee benefits provided by collective bargaining contracts, individual employment contracts and District policy.
- Load salary contracts in payroll system.
- 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.
- Provide front desk phone coverage as needed.
- Other duties as may be assigned by Accounting Manager.

SALARY: Salary will be determined on the basis of qualifications, experience and background.

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Send Letter of Interest/Resume to:
Debbie Dahlman
Human Resources
17715 Brady Street
Redford, MI 48240
dahlmad@redfordu.k12.mi.us

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