TAWAS AREA SCHOOLS
PAYROLL & BENEFITS COORDINATOR

This is a full time, year round position. Successful applicant will start in June, 2023. This position is located in the Superintendent's Office and employee reports to the Superintendent.

Qualifications:

- Minimum requirement of an Associate's degree required.
- A Bachelor's degree is preferred.
- High degree of proficiency in office procedures, protocols, software applications, and experience/familiarity with all aspects of payroll processing.
- Excellent organizational skills and multi-tasking while meeting deadlines.
- Possess quality written and oral communication skills.
- Able to work and communicate effectively with students, parents, staff, schools and community constituents.
- Able to work independently and as a member of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain confidentiality of all employee personnel information and other confidential information and materials as directed.
- Perform all payroll-related operations such as collecting, verifying, coding and keying time sheet data; updating and balancing deduction registers; processing the payroll; printing and verifying all payroll information.
- Pay and process all payroll liabilities.
- Maintain accurate, up-to-date files of all payroll information.
- Prepare, verify and input employee attendance for all staff including sick, personal and vacation days.
- Complete and file federal and state reports including 941 reports, monthly state sales tax returns, MESC reports and MPSERS retirement reports.
- Produce and verify W-2 and 1094/1095 forms annually.
- Administer all district benefit plans for health, vision and dental insurance, life insurance, long-term disability insurance and optional insurances.
- Reconcile all monthly insurance billings, answer insurance questions, verify coverage and resolve claim problems.
- Monitor tax sheltered annuities and deferred compensation contributions and handle retirement tax deferred payment purchases.
- Maintain all district seniority lists.
- Issue all employment contracts and other payroll related materials. This includes calculating all non-certified employee's pay for the school year.
- Process annual insurance verification forms.
- Responsible for issuing all supplemental contracts for extra-curricular positions.
- Monitor and set up substitute software system with Third Party Administrator.
- Prepare annual budget for all payroll and benefit line items. Evaluate and amend budget as needed during the year.
- Administer and enforce contracts for all staff.
- Complete all surveys related to payroll including verification of employment forms and final salary affidavits.
- Work with representatives of government, insurance companies, employee unions and retirement agencies to provide information.
- Process new employee forms for employment including (but not limited to) I-9, W-4's, criminal record checks, unprofessional conduct checks, employee benefit forms, etc.
- Responsible for keeping up with technology changes used to implement job responsibilities.
- Post and collect job applications for open positions.
- Perform other duties as may be assigned.

Compensation:
Starting salary for this position is $45,000. Salary may increase depending on qualifications and experience. Benefits include access to: health, dental, vision, life and long-term disability insurance, as well as personal business and sick leave days. A $2,500 signing bonus is available. Details will be shared during the interview process.

Deadline for Application:
June 9, 2023 at 3:00 p.m.

Those wishing to apply for this position should send a letter of interest, resume', transcripts and references to:

nbielby@tawas.net
OR
Tawas Area Schools
Administration Office
Attn: Nancy Bielby
245 W. M-55
Tawas City, MI 48763

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