

**TAWAS AREA SCHOOLS
PAYROLL & BENEFITS COORDINATOR**

This is a full time, year round position. Successful applicant will start as soon as possible. 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, MESCS reports and MPERS 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:

January 30, 2025 at 3:00 p.m. or until filled.

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

lharvey@tawas.net

OR

Tawas Area Schools
Administration Office
Attn: Lindsay Harvey
245 W. M-55
Tawas City, MI 48763

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.