

Announcement of Vacancy Laingsburg Community Schools

POSITION Payroll Coordinator
WORK YEAR 52 week contract with Board paid benefits

JOB DUTIES Responsible for payroll systems coordination.
Process all payroll runs and maintain district payroll files.
Work with Business Manager in processing all contracts, contract changes, and adjustments as approved by Board of Education.
Responsible for all payroll reports, state taxes, federal taxes, unemployment and retirement reporting, 941 reporting, and ACA reporting.
Prepares state and federal reports relating to workers' compensation claims.
Responsible for the distribution of monies to annuity companies, health insurance, retirement, and any other payroll deductions.
Maintains all records on leaves and vacations and records attendance and benefit accumulations.
Prepares quarterly salary projection updates for budgetary purposes.
Responsible for Michigan Public School Employees Retirement System (MPERS) new and terminated employee forms, monthly and quarterly reports.
Assists Business Manager in preparing and completing W-2 reports.
Responsible for REP reporting to the State of Michigan.
Assists Superintendent in preparation of budgets and audits.
Assist with all Central Office and Business Office functions.
Any other duties as assigned by the Superintendent or Business Manager.

POSITION REQUIREMENTS Experience with Microsage or similar accounting program.
College degree or at least three years office experience in related field.
Demonstrated knowledge of automated accounting systems, generally accepted account procedures and payroll procedures.
Knowledge and practical experience regarding basic computer skills, including Microsoft Office components.
Must be accurate, efficient and capable of handling detailed work assignments.
Ability to initiate and coordinate diversified activities and meet deadlines.
Punctual with excellent attendance.
Strong work ethic and high moral character.
Ability to establish effective relationships with students, staff, parents and community members.
Must maintain confidentiality at all times.

PAY Negotiable: Commensurate with experience.

CLOSING DATE 10/06/17 or until filled (anticipated start date is as soon as possible)

Send resume and 3 professional references to:
Matt Shastal, Superintendent
Laingsburg Community Schools
205 S. Woodbury Rd
Laingsburg, MI 48848

All applications will be kept confidential unless the applicant is selected for an interview. Laingsburg Community Schools does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs and activities, including employment opportunities.

