

CHIPPEWA HILLS SCHOOL DISTRICT
JOB POSTING

Payroll / Benefits Specialist

REPORTS TO: Director of Finance

NUMBER OF WORK DAYS: 260

QUALIFICATIONS:

- ❖ Associates Degree, Two years of college or equivalent experience
- ❖ Experience with payroll and government tax reporting preferred
- ❖ Possess the ability to communicate effectively both verbally and in writing
- ❖ Maintain confidentiality
- ❖ Detail oriented

DUTIES:

- ❖ Prepare all district employees pay and time records for payment
- ❖ Maintain all payroll contract records
- ❖ Calculate and set up 26 pay contracts for employees who choose this option
 - Teachers
 - Administration
- ❖ Prepare and Maintain all Schedule B contracts
- ❖ Prepare and Maintain all Athletic Coach contracts
- ❖ Maintain all district employees absence records and roll over leave balances at fiscal year end.
 - Sick leave, conferences, personal and vacation time
 - Maintain and assist all teachers with sick bank coverage
- ❖ Maintain and assist all district employees with their insurance coverage
 - Act as liaison between insurance company and district employees
 - Set up cash in lieu payments for all district employees electing no medical insurance
- ❖ Prepare and maintain Cafeteria Plan election form for all district employees
 - Maintain and assist all district employees with any 403(b) coverage elected
 - Maintain and set up all tax deferred elections for district employees and send bi-weekly payments
- ❖ Review and prepare monthly insurance invoices (MESSA and SET SEG) for payment through accounts payable
- ❖ Act as liaison between district employees and state retirement office
 - Prepare Final Salary Affidavits to the Office of Retirement for retiring employees
- ❖ Prepare, maintain and assist all district employees with Cobra coverage
- ❖ Maintain records and assist district employees with unemployment coverage

- ❖ Assist district employees with Worker's Compensation forms and maintain records
 - Prepare annual Worker's Comp Form 300 and file
- ❖ Maintain Family Medical Leave Act Tracker form for any district employee electing FMLA time
- ❖ Maintain and track all district employee wage garnishments as required and send payments
- ❖ Prepare all Verification of Employment forms
- ❖ Prepare all Medicare and Medicaid requests from Social Security Administration
- ❖ Assist and prepare disability enrollments
- ❖ Prepare and send Current Employment Statistics Survey for US Department of Labor
- ❖ Prepare 941 reports for the district
- ❖ Prepare online monthly and annual Sales and Withholding Report for the State of Michigan
- ❖ Prepare and send quarterly MESC Wage Detail Report to the State of Michigan
- ❖ Prepare annual W2's for all district employees
- ❖ Prepare W2 reports and send the files to the Social Security Administration
- ❖ Prepare and send bi-weekly retirement withholding report to the State of Michigan
- ❖ Maintain current schedule of work hours for all district support staff
- ❖ Maintain and assist all district employees with Friend of the Court withholdings and send bi-weekly payments
- ❖ Receipt, prepare and deposit all district Cash Receipts
- ❖ Prepare and mail General Ledger checks associated with payroll each pay period
- ❖ Assist in audit preparation
- ❖ Maintain records for ACA compliance and prepare annual forms
- ❖ Maintain CHEA sick bank
- ❖ Central Office Cash Receipts
- ❖ Quarterly Medicaid financial reporting
- ❖ Other duties as assigned

SALARY: \$32,500 - \$35,000 depending on experience

POSITION STARTS: August 1, 2018

Send Resume by July 5, 2018 to:

Slater Martin, Director of Finance
 Chippewa Hills School District
 3226 Arthur Road
 Remus, MI 49340
 989-967-2000
 smartin@chsd.us