

WHITEHALL DISTRICT SCHOOLS

Business Office – 541 E. Slocum Street – Whitehall, MI – 49461 – 231-893-1010

Job Posting

Post Date: August 2023

Position Description: HR Coordinator - Payroll/Benefits

Application Deadline: September 10, 2023 (applications will be reviewed as received)

Whitehall District Schools is seeking the position of HR Coordinator - Payroll/Benefits to become a part of the central office team. This position performs a broad range of human resources duties that aides in the flow of employee benefits and payroll as well as various other responsibilities as outlined in this posting. Please do not hesitate to inquire with questions regarding this position.

Qualifications

- Possession of an Associate's Degree in accounting, business or related field; Bachelor's preferred.
- At least three years of successful experience in a school, service agency, or other HR role performing duties that encompass payroll and human resource duties.
- Demonstrated proficiency with a variety of spreadsheet, word processing and data entry systems; experience with computerized accounting and recordkeeping systems required.
- Strong analytical skills and ability to input, access and use data, Excel and Informational Systems
- Possession of excellent communication and customer service skills.
- Possession of excellent organizational and interpersonal skills.
- An ability to prioritize and address multiple tasks and responsibilities.
- Excellent written, verbal and interpersonal skills.
- Confidentiality.
- Cooperative and Collaborative worker.
- Self-directed achiever.
- Responsible and involved citizen

Responsibilities

- Payroll for WDS and WLACE
- Employee Reimbursements
- Staff attendance including Red Rover/EduStaff
- Develop and distribute work calendars
- Primary contact responsible for employee health insurance and benefits
- Process and resolve worker's compensation
- Report and manage ORS (Office of Retirement Services)
- Manage relationships with EPARS System and TSA Consulting (403b) vendors and staff
- Issue contracts for additional work (Schedule B) for all buildings including COACH-EduStaff
- Biweekly, Monthly, Quarterly and Annual State and Federal Tax Filings
- S2 Security System
- Complete and submit REP (Registry of Education Personnel) report – 2 times per fiscal year
- Monitor, assist, and train staff on Employee Self-Service, Serve as admin for Employee Self Service
- School liaison for WDS at the MAISD

In-Depth Payroll Functions

- Receive, review and process time data entry on semi-monthly basis for WDS and WLACE.
- Balance hours and deductions to Excel spreadsheet
- Process employee reimbursements on paychecks
- Process friend of court, bankruptcy papers and garnishment papers for employees
- Balance and transfer 403(b) deductions through EPARS
- Balance deductions and transfer payments for ORS

- Balance health insurance bills monthly through payroll – make changes to employee deductions as needed
- Balance deductions and transfer payments for 457/pension plus members through ORS
- Balance deduction(using Excel sheet), process biweekly payments and do quarterly 941 tax return for federal deductions
- Balance deduction(using excel sheet), process biweekly payment and annual state return for employee state withholding
- Balance, print and distribute employee w-2's annually. (balance this as I process a payroll biweekly so it is accurate at the end of the year)

Other Functions

- Maintain badge system for door/building security
- Audit and enter new employees
- Create work calendars yearly for support staff and WLACE employees
- Administrative contracts annually
- Process attendance sheets and maintain the accrual system on Munis. This includes monthly and yearly processes to insure accurate attendance for every employee
- Work with the ORS on employee issues and balance to the ORS spreadsheet on a monthly basis
- Process retirements on the ORS system
- Administrating the employee self-service program. This includes setting up, adding employees and answering questions for employees.
- Employee job verification requests
- Student and employee injury forms
- Process employee injury forms through Workers comp when deemed necessary
- FMLA paperwork – this includes correspondence with employees on days to be absent along with creating a calendar to explain pay to the employee. Also correlating sick days with the sick bank coordinator to make sure the union, employee and administration all know days off and get the appropriate sub for the specified time off.
- Administrator of the Red Rover program
- Work with the building secretaries on any issues they have with Red Rover.
- Import teacher attendance into Red Rover annually so teachers can see the days used and remaining when the teacher is scheduling a day off.
- PESG administrator – send in corrective action for payment to subs if errors

As Needed

- Census data to get comparable rates for health insurances
- Excel spreadsheets for unions for various financial data
- Programming enhancements as ORS or MUNIS changes
- Send out insurance brochures to employees
- Intervene when an employee has an issue with the insurance to figure out corrective action
- Open enrollments for all health insurance plans
- COBRA letters to previous employees
- Meetings with building secretaries to work on processes for communication between school office and central office
- Other duties as requested/directed by the Business Manager or Superintendent

Individuals interested in applying for this position should email their letter of interest, resume and references to: kirstenbolles@whitehallschools.net. Thank you.

Postings available at: [Whitehall District Schools Job Postings](#)
 WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461

Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.