



## ALMA PUBLIC SCHOOLS

### JOB DESCRIPTION

**TITLE:** Payroll/Accounts Payable Coordinator

**QUALIFICATIONS:** The Payroll/Accounts Payable employee must have an associate's degree in accounting, business, or finance or the equivalent work experience. A successful candidate will possess strong skills in Microsoft Excel and Word. He/she will preferably have experience in accounts payable and/or payroll. This person must be able to competently and courteously work with staff, students and the public.

**REPORTS TO:** Finance Director

**JOB SCOPE:** The Payroll/Accounts Payable employee will be responsible for all accounts payable invoice and check processing using the MUNIS system as well as collecting and gathering payroll data and coordinating with the RESD to process payroll.

**MAJOR DUTIES:**

- Maintain accurate records of sick leave, vacation and personal business banks for all personnel.
- Process all invoices and print accounts payable checks.
- Process all payroll information and make sure payments are available for all personnel.
- Maintain records of accident reports and workers compensation claims.
- Maintain with accuracy benefit records, transactions and reporting requirements including: Health, Dental and Vision benefit carriers; Tax Sheltered Annuities and other pre-tax retirement plans; and other benefit programs that would be identified as Section 125 (Cafeteria) plans.
- Assume all other duties and responsibilities as may be assigned by the Supervisor.

**COMPENSATION:** \$19.05 to \$25.00/hr. – 40 hours per week, year round position

**BEGINNING DATE:** 5-22-23

**APPLICATION:** Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

**DATE OF POSTING:** 04-20-23

**DEADLINE DATE:** 05-01-23

*Stacey L. Criner*

Stacey Luberda-Criner, Superintendent

*4/20/23*

Date

**ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**