



POSTING

September 3, 2026

(Internal/External)

POSITION: **PAYROLL AND BENEFITS SPECIALIST**
Manistee Area Public Schools Central Office

REPORTS TO: Business Manager

JOB DESCRIPTION: **PRIMARY RESPONSIBILITIES**

- Prepares and maintains records for payroll, payroll deductions, regular and special payroll runs, and final payments for existing employees.
- Maintain, reconcile and prepare District reports including, but not limited to; 941's, income tax submission for federal/state/local taxes, year-end W-2's, Medicaid Outreach, and all other payroll related deposits and processes.
- Maintain records, submit payments, and conducts enrollment for all health, dental, vision, life, long-term disability and all other optional insurance plans and employee deductions.
- Prepare, upload, process, and reconcile bi-weekly payroll information to the State ORS system and ensure each payroll is balanced and payment is remitted timely.
- Maintain a working knowledge of employee-negotiated contracts.
- Provide accounting support for MAPS Food Service Fund.
- All other duties as assigned by the Business Manager.
- Presents a proactive and positive image of the school, students, and staff and develops positive relationships with staff as a member of the Central Office.

SECONDARY RESPONSIBILITIES

- Cross-train with other Central Office staff.
- Preparation of internal reports and schedules.
- Preparation of schedules for year-end financial audits.
- Assist in the development of payroll policies and procedures.

**REQUIRED
QUALIFICATIONS:**

- Associates Degree or higher in accounting, business administration or finance and three years of experience in payroll and/or general accounting processes and procedures (combinations of education and experience will be considered).
- Ability to work independently, with the capacity to recognize when to enlist assistance or research to resolve concerns.
- Ability to work accurately, organize, plan, and meet deadlines.
- Experience handling confidential information with discretion.
- Demonstrated proficiency with computers, Google Docs, and Microsoft Office (Excel and Word).
- Excellent communication skills, both verbal and written.
- Excellent organizational skills, including record maintenance and filing.
- Strong analytical and mathematical aptitude.
- Ability to work cooperatively with a team and demonstrate a history of dependability, professionalism, and excellent attendance.

**PREFERRED
QUALIFICATIONS:**

- Bachelor's degree preferred.
- Experience with public school accounting and State of Michigan retirement system.
- Experience processing fringe benefits.
- Public school payroll experience.
- Proficient in the use of SchoolFinance software.

WORK SCHEDULE: 260 days per year, includes 10 vacation days and 11 holidays

SALARY/BENEFITS:

- Commensurate with experience and education
- Benefits include Health, Dental, Vision, Life Insurance and Michigan Public School Employee Retirement System.

APPLICATION: Interested candidates are requested to submit electronically a Letter of Interest and Resume to:

Traci Joseph
Manistee Area Public Schools Board Office
tjoseph@manistee.org

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.