

## **MOP Co-Op Payroll Specialist**

### **DESCRIPTION:**

Employment as a payroll specialist to provide payroll services for multiple districts within the Mecosta-Osceola ISD.

### **REQUIREMENTS:**

A minimum of at least five (5) years of successful payroll experience. Preference will be given to applicants who have an associate or bachelor's degree as well as Michigan School Business Officials payroll certification. The preferred candidate will have the ability to organize and manage data, excellent communication skills, strong knowledge of current software and technologies, successful experience in an educational setting and familiarity with Michigan Public School Accounting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepare all payroll disbursements.
2. Prepare and maintain records and reports pertaining to payroll, accounting, etc.
3. Enter new employee payroll and benefit information into financial database system. Maintain seniority lists for unions as needed.
4. Enter employee absences in financial database system.
5. Prepare, monitor, and verify all timesheets, pay adjustments, increments, absences and other items relating to payroll.
6. Prepare, monitor and verify annuities, COBRA, MPERS, TDP Plan, and other such reports as are necessary.
7. Prepare, monitor and verify PC/ACH direct deposit program.
8. Prepare yearly W-2's and meet necessary filing requirements for reporting to Social Security Office, Federal Government and State Government.
9. Responsible for preparing Form 941 for tax requirements on a quarterly basis.
10. Responsible for preparing Michigan Employment Security Commission reports on a quarterly basis.
11. Responsible for biweekly reporting of total wages, total hours, employment class code, MIP contributions, and yearly wages for all employees on the MPERS on-line reporting system.
12. Process all necessary reports pertaining to Calendar and Fiscal Year-End Processing.
13. Prepare state withholding tax report on a monthly basis, if required.
14. Prepare state annual return for sales, use, and withholding taxes.
15. Prepare all payroll audit information which may include the following: quarterly reports, 941's, salaries and benefits payable, current taxes and payroll check numbers.
16. Responsible for all financial issues regarding employees of organization including child support payment orders, garnishment orders, and court orders for payment/information.
17. Responsible for processing employment verifications.

18. Responsible for balancing and payment of monthly health, dental, vision, and other benefit costs.
19. Responsible for all aspects of the REP.
20. Perform all other duties assigned by Mop Co-Op director or designee.
21. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
22. Other duties as assigned.