



Iron Mountain-Kingsford Community Schools

Julie Wonders, Director
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EXTERNAL POSTING **REQUEST FOR APPLICANTS**

POSTING DATE: Monday, February 19, 2024

POSITION: Accounting-Payroll Clerk

LOCATION: Kingsford, MI

SALARY & BENEFITS: Competitive Salary and Benefit Package

GENERAL INFORMATION: The role of Payroll and Accounting Clerk is to provide quality service to all departments and work effectively with all constituents of the DIISD and Business Service Consortium partners. The Payroll and Accounting Clerk will perform end to end payroll processing for assigned district(s) and perform a variety of clerical accounting duties including but not limited to those listed below.

- Assists with all aspects of the purchase card program.
- Completes monthly transfers in the finance and banking systems.
- Enters received revenues throughout the month.
- Complete journal entries, as needed.
- Assists with all month end reconciliation processes.
- Complete various State and Federal reports, including, but not limited to: Monthly sales and withholding tax, annual sales tax return, quarterly Michigan Administrative Outreach Program (MIAOP) Reports, 1099's and System for Award Management (SAM).
- Assists with annual financial statement audit preparation.
- Assists with Annual Worker's Compensation Audit.
- Update property tax allocation worksheet. • Assist with completion of internal control reviews of buildings and departments.
- Assists with maintenance of fixed asset spreadsheet monthly upon review of checks and purchase card payments.
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- Accurately pay all contracted and hourly employees according to LEA or Business Service Consortium (BSC) policy.
- Submit and balance all payroll and insurance reports.
- Provide insurance information to management and employees.
- Transmit/Pay all necessary payroll deductions and withholdings.
- Process all additional Federal and State payroll requirements.
- Prepare electronic data for direct deposit.
- Responsible for ORS and any other required reporting.
- Prepare payroll check runs in accordance with districts' payroll schedules.
- Ensure adequate cross-training across staff through alternating duties once a year with a payroll clerk of another district within the BSC.
- Provide support to the LEA's relating to your Payroll job duties.
- Maintain orderly payroll/insurance/personnel files.
- Maintain confidentiality for the LEA employees and BSC.
- Attend workshops pertaining to your position as directed.
- Other payroll and accounting duties as needed and assigned.

REQUIRED QUALIFICATIONS:

- Associate degree in business related field

- 1-3 years of recent and relevant experience in accounting, payroll and benefits
- High degree of proficiency in office procedures and protocols
- Proficient in standard office equipment and software programs (i.e. MS Office, Financial Systems Software, etc.)
- High (Intermediate to Advanced) proficiency in spreadsheet applications
- Excellent organization skills
- Excellent oral and written communication skills
- Currently possess or have the ability to be certified as Business Office Specialist
- Must have a valid Driver's License

APPLICATION PROCESS:

Applicants must submit a **resume, letter of interest, and application found at www.imschools.org** to:

Jennifer Huotari, Superintendent
 1074 Pyle Drive
 Kingsford, MI 49802
jhuotari@diisd.org – FAX: 906-779-2669

APPLICATION DEADLINE:

This position will remain open until filled.