

**Job Title:** Human Resources/Payroll

**Reports To:** Executive Director for cmERDC      **FLSA:** Non-Exempt

**Type of Position:** Full-Time (M-F 40 hours per week)

**Summary:**

This position carries out internal responsibilities for cmERDC's Human Resources needs and payroll processing. They will also assist in providing Human Resource support for the PK-12 Public School environment.

- Responsible for all Human Resource duties internally at cmERDC
- Process payroll internally at cmERDC including, but not limited to:
  - Maintaining payroll data in SMART Systems
  - Retaining proper payroll documentation
  - Processing pay deducts and garnishments
  - Preparing direct deposit file and submitting to bank
  - Submit tax and retirement contributions each payroll
- Complete internal Quarterly Reporting for all agencies
- Provide HR support and expertise to PK-12 Public and Charter School customers by maintaining and sharing knowledge of trends, best practices, and regulatory changes in the HR field
- Complete internal W2 processing
- Assist in W2 processing for PK-12 Public and Charter School customers
  
- Important Notice: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the organization.

**Requirements:**

- General knowledge of payroll rules and regulations
- General knowledge of Human Resources issues and legal requirements
- Excellent computer skills in a Microsoft Windows environment, including Excel and Microsoft Word
- Effective oral and written communication
- Excellent organizational skills
- Ability to work under tight deadlines
- Strong time management skills
- Some travel required – Must have valid driver's license

**Education Experience:**

Bachelors degree in Business Administration, Human Resources, or related field preferred. Prior Payroll and/or Human Resource experience in a public PK-12 school setting preferred.

**Salary:**

\$24.03-\$28.85 per hour depending upon experience and education.

**Benefits:**

Health, Dental, Life, Long-Term Disability, PERA Retirement  
Paid Vacation Leave, Paid Sick Leave, Paid Holidays

**Start Date:**

Negotiable

**Office Location:**

St. Cloud, Minnesota full-time during the first 90 days then at least two days per week at the St. Cloud office and a mutually agreeable work from home flexible schedule the remainder of the work-week.

**How to Apply / Contact:**

Applications can be found on our website: [www.cmerdc.com/careers](http://www.cmerdc.com/careers)

Please send application, resume, and cover letter to:

Selection Committee  
570 First Street SE  
St. Cloud, MN 56304

Phone: 320-257-1924

Email: [lhaagenson@erdc.k12.mn.us](mailto:lhaagenson@erdc.k12.mn.us)

**Application Deadline:**

October 6, 2021

Candidates selected for an interview will be contacted October 8, 2021 to schedule an interview date and time.