

Job Title: Customer Support II – Payroll Processor

Reports To: Finance Director

FLSA: Non-Exempt

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

Summary: This position carries out responsibilities in the following functional areas: payroll processing and Smart System Support in PK-12 Public School environment.

- Work with and assist charter school clients with payroll processing
- Enter new hire information into payroll system
- Assist charter school clients with proper payroll calculations
- Maintain payroll data in organizational systems and proper documentation
- Process pay deducts and garnishments
- Prepare direct deposit file and submit to bank
- Submit tax and retirement contributions each payroll
- Assist and/or complete Quarterly reporting for all agencies
- Assists with audits of payroll, benefits or other HR programs
- Provide training to charter schools and school districts on SMART Systems
- Provide helpdesk support for SMART HR

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
- 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: Two-year post-secondary training in business, accounting, or related field. Prior Payroll and/or Human Resource experience in a public PK-12 school setting preferred.

Salary: \$21.00 to \$23.00 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

Probation Period: 9 Month probation period

Office Location: St. Cloud, Minnesota full-time.

How to Apply / Contact: Applications can be found on our website:

www.cmerdc.com/careers

Please send application, resume, and cover letter to:

cmERDC

Selection Committee

570 First Street SE

St. Cloud, MN 56304

Phone: 320-257-1923

Email: dduevel@erdc.k12.mn.us

Application Deadline: Resume review February 10, 2023 or until filled.

Candidates selected for an interview will be contacted to schedule an interview date and time.