

## Job Title: Customer Support II – Payroll Processor

**Reports To:** Director of Finance

**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:** \$23.00 to \$29.00 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:** Sauk Rapids, Minnesota full-time.

**How to Apply:**

***Please email resume and cover letter to:***

Craig Torgerson

Email: [ctorgerson@cmerdc.org](mailto:ctorgerson@cmerdc.org)

Phone: 320-202-0992

**Application Deadline:** Open until filled.

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