

Kalamazoo Regional Educational Services Agency

Payroll Bookkeeper (95 - BO)

JOB POSTING

Job Details

Title	Payroll Bookkeeper
Posting ID	95 - BO
Description	Division: Business Office Position Type: Full Time/12-Month M-F: 7:30 a.m-4:30 p.m (Salary: \$36,352.08 - \$54,100.68)

Summary: The payroll bookkeeper position supports the KRESA LEA Services team by performing the accurate and timely processing of payroll and accounts payable for KRESA LEA districts on a bi-weekly basis.

Primary Duties and Responsibilities:

- Performs payroll related activities
- Performs accounts payable related activities
- Verify, balance and input timesheet records and other pay records for employees
- Verify, balance and input employee expense reimbursements
- Verify, process and input employee payroll information, employee changes, changes in deductions and other pertinent payroll related items for employees
- Balance, reconcile and submit required reports to State agencies and other institutions
- Process and submit required bi-weekly, month end, quarter end and year end payroll reports and files
- Process and submit payments to State agencies and other institutions as required
- Process and input vendor invoices and payments
- Back up other LEA staff in their absence and as needed
- Perform employment and insurance verifications for employees
- Verify employee banking information for payroll routing
- Assist employees with payroll and benefit related questions
- Generate, sort and distribute checks
- Reconcile and balance accounts and payroll spreadsheets
- Perform other payroll, accounts payable and bookkeeper activities as assigned
- Obtain and maintain MSBO School Payroll Specialist certification
- Attend MSBO and other related conferences, and maintain active membership
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Minimum Education/Experience Required:

- Associates Degree and three years related experience and/or training; or equivalent combination of education and experience.
- MSBO School Payroll Specialist Certification preferred or obtainment within three years of being hired

Other Skill & Abilities:

- Ability to communicate effectively including listening
- Ability to work independently and within a team
- Ability to set priorities, be organized and a self-starter

- Ability to prioritize and meet deadlines and multi-task
- Analytical and detail oriented with strong desire for accuracy
- Ability to timely and accurately perform large amounts of data entry
- Proficient in Microsoft products
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to read, analyze and interpret data and information
- Ability to write reports
- Ability to work with sensitive data and maintain confidentiality
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Apply online at www.kresa.org/jobs
Kalamazoo RESA is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

<i>Shift Type</i>	Regular
<i>Salary Range</i>	Per Year
<i>Location</i>	SC-BSN OFC LEA SVCS

Applications Accepted

<i>Start Date</i>	02/05/2024
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Job Contact

<i>Name</i>	Hiring Manager	<i>Title</i>	
<i>Email</i>		<i>Phone</i>	269-250-9365