



Kalkaska Public Schools

Posting / Employment Opportunity

September 18, 2026

*(REPOST) Payroll, Benefits and Human Resource
Specialist
2026-2027 SY*

Qualification Requirements

- **Education** - This position requires knowledge equivalent to that which normally would be acquired through an Associate's Degree in accounting, finance, business management, or a related area; and/or equivalent combination of education and experience. School Payroll Specialist Certification (MSBO) or ability to obtain certification is required.
- **Experience**— This position requires a minimum of one to three years of related experience in a payroll and/or related accounting field.

Duties and Responsibilities

Position Summary: This position provides payroll, accounting, and financial support services for Kalkaska Public Schools. This role is responsible for processing payroll and maintaining employee records while ensuring compliance with all applicable state, federal, and tax regulations. This position supports the district's financial operations through basic accounting duties, including entering cash receipts and preparing journal entries as needed.

The Human Resources Director also supports the district's audit preparation and customer service to vendors and internal departments. This role helps ensure the accuracy, integrity, and compliance of payroll and financial data while maintaining documentation and workflows within the district's payroll and document management systems. In addition, this role also oversees employee insurance programs for all employee groups throughout the district. Including health insurance administration, enrollments, terminations, ACA, and HSAs.

Specific Duties:

- Review and process bi-weekly payroll, including verifying timesheets, salary adjustments, retroactive pay, and other payroll-related transactions.
- Maintain employee payroll files, records, and supporting documentation, ensuring accuracy, confidentiality, and compliance with record retention requirements.
- Process payroll liabilities and payments, including federal and state taxes, retirement contributions, garnishments, child support orders, annuities, insurance premiums, and other authorized deductions.
- Prepare, file, and submit required payroll tax reports and regulatory filings, including monthly withholding tax returns, quarterly Form 941 reports, Medicaid financial reports, and other required state and federal filings.



- Prepare and distribute annual W-2 forms and ensure compliance with all year-end federal and state reporting requirements.
- Process and submit retirement-related documentation, including Final Salary Affidavits and required reporting to the Office of Retirement Services (ORS).
- Assist auditors by providing payroll records, reports, supporting documentation, and other requested financial information.
- Assist with Unemployment Insurance Administration (UIA) claims, documentation, and related correspondence.
- Respond to vendor and employee inquiries, resolve discrepancies, and maintain positive working relationships with internal and external stakeholders
- Assist with budget monitoring, purchase order processing, expenditure tracking, and financial reporting activities.
- Perform other duties as assigned.

Skills/Knowledge/Abilities

- Advanced interpersonal and communication skills to establish and maintain internal and external relationships. Assesses and diffuses problems and uses tact to handle difficult situations.
- Broad knowledge of functional area position-specific systems and procedures as identified in the position description; including a basic understanding of school standards, related governing laws, and additional knowledge required to complete work activities.
- Knowledge of computer systems such as Microsoft Office Suite, database systems, Google Suite, and Excel.
- Ability to
 - function with keen attention to detail.
 - organize and manage several priorities simultaneously while working under pressure and deadlines.
 - define problems, collect data, establish facts, and draw valid conclusions.
 - read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
 - write reports, business correspondence, and procedure manuals.
- Demonstrated ability to establish and maintain effective professional boundaries with staff, students, and customers.
- Maintain confidentiality for all records of the district placed under their jurisdiction.
- Demonstrated ability to adhere to Board and building policies and procedures.
- Ability to be on the job regularly and have a positive attendance record.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

**Compensation**

Full-time, 260-day calendar
Holiday, vacation, and sick day benefits
Salary commensurate with experience
Medical, dental, vision and retirement benefits

Deadline

3 p.m. on September 25, 2026, or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109