

Job Title: Payroll & Benefits Bookkeeper**Location:** Medinah Middle School – District Office**Reports To:** Business Manager / Superintendent

Position Summary

The Payroll & Benefits Bookkeeper is responsible for processing all payroll and employee benefits transactions for the District. The position also assists the District's Treasurer with reconciling the District's bank account and posting general ledger cash receipts and journal entries monthly. This role ensures accurate and timely compensation, compliance with applicable laws and regulations, and effective support for district employees regarding payroll and benefits as well as standard bookkeeping.

Key Responsibilities**Payroll Processing**

- Process bi-weekly/monthly payroll for all district employees (certified and non-certified staff)
- Maintain accurate payroll records, including wages, deductions, and timekeeping data
- Calculate and process overtime, stipends, and supplemental pay
- Ensure compliance with federal, state, and local payroll regulations with reporting, electronic submissions and payments.
- Prepare and submit payroll tax filings and reports (e.g., W-2s, 941s)
- Reconcile payroll accounts and resolve discrepancies

Benefits Processing

- Process employee benefits and voluntary elections including health, dental, vision, retirement, and leave plans
- Reconcile benefits invoices and ensure accurate payments
- Coordinate open enrollment and communicate benefits information to staff
- Process enrollments, changes, and terminations in benefit systems
- Act as liaison between employees and benefits providers
- Time off/Attendance: Track employee eligibility, leave balances, and usage

Accounting & Reporting

- Process general ledger entries for cash receipts and journal entries
- Reconcile bank accounts
- Prepare reports for audits, state reporting, and internal use
- Support annual financial audit and provide requested documentation

Employee Support

- Respond to employee inquiries regarding pay, deductions, and benefits
 - Maintain confidentiality of sensitive employee information
 - Provide guidance on payroll/time off/attendance policies and procedures
-

Qualifications

Education & Experience

- High School, Associate's or Bachelor's degree in Accounting, Finance, or related field preferred
- 2–5 years of payroll, bookkeeping, or benefits experience
- Experience in a school district or public sector environment is a plus

Skills & Knowledge

- Knowledge of payroll systems and accounting software (e.g., Skyward, PowerSchool, or similar)
 - Understanding of payroll tax regulations and employee benefits
 - Strong attention to detail and accuracy
 - Ability to handle confidential information with discretion
 - Strong organizational and time management skills
 - Proficiency in Microsoft Excel and general office software
-

Working Conditions

- Office environment within a school district administrative building
 - Occasional extended hours during some payroll processing periods or audits
-

Compensation & Benefits

- Salary range: \$29 - \$33
- 20 hours per week
- Benefits: Flexible schedule, two retirement plans – FICA and IMRF, and paid time off.