



# SOUTH HAVEN PUBLIC SCHOOLS JOB POSTING

**POSTING DATE: 6.30.2026**

**Hours: M-F, 7:30-4:00pm with ½ hour lunch period**

**Place of Assignment: Central Office/Administration Building**

<b>Position/Job Title:</b>	<b>Payroll and Benefits Specialist</b>
<b>Classifications:</b>	<b>Administration, Support Staff – Non-Exempt Hourly</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum of associate degree with emphasis in accounting, finance or business administration preferred, or equivalent experience.</li> <li>• Minimum of three years of payroll, business or accounting experience, preferably within a public-school setting.</li> <li>• MSBO School Payroll Specialist Certification required, or commitment to obtain within three years of hire.</li> <li>• Strong math skills and familiarity with basic accounting principles and practices.</li> <li>• Proficiency with Google applications and Microsoft Office, and experience with Skyward software preferred.</li> <li>• Ability to maintain strict confidentiality and professional demeanor, and make decisions in accordance with board policies.</li> <li>• Excellent time management and organizational skills, with strict attention to detail.</li> <li>• Ability to work independently, research information/seek clarity and ask questions as necessary.</li> <li>• Establish positive and productive working relationships with co-workers and employees.</li> </ul>
<b>Reports to:</b>	Nancy Nelson, CFO
<b>Work Environment/ Physical Requirements:</b>	Work is in an office setting; noise level is generally minimal to moderate. While performing the duties of this job, the employee is required to sit for long periods of time, stand and walk regularly, stoop, kneel, crouch, or crawl; use hands and arms to type, write, reach, handle, and feel, and occasionally lift and/or move up to 20 pounds; talk and hear. Specific vision abilities include close vision, ability to adjust focus with emphasis on long periods of concentration on a computer screen and small numbers.

**Position Summary:**

The Payroll and Benefits Specialist provides payroll and benefit administration services for all employees and is responsible for maintaining related documentation and reporting. This position works closely with the Human Resource Specialist and Accounting Specialist to ensure employees are compensated accurately and communicated with clearly.

**Essential Duties Responsibilities:**

- Process bi-weekly payroll for all employees and maintain accurate documentation.
- Reconcile payroll-related liability accounts and make withholding payments accurately.

- Prepare and process timesheets, earnings, and adjustments for payroll changes, new hires and exiting employees.
- Maintain payroll records, voluntary deductions, garnishments and tax withholding accurately and in accordance with the law.
- Effectively administer ORS retirement processing and reporting.
- Prepare and submit required governmental reports, including quarterly 941 and annual W-2 reports.
- Prepare paperwork and checks, and complete reports verifying payments made to IRS, retirement system, and annuity carriers
- Record, track and report employee attendance and working hours as necessary for annual leave allocations, benefit eligibility, FLSA and ACA.
- Ensure wages and benefits are charged to correct accounting reference numbers, as this wage information is an integral part of the accounting/budgeting process.
- Process employee benefit enrollment, changes, terminations and reconciliation of invoicing.
- Understand and implement the requirements of the Michigan Public Schools Employee Retirement System (MPSERS), including employee elections, reporting, and payments.
- Maintain updated knowledge of board policies and bargaining agreements as related to payroll and related benefits and compensation.
- Create annual contracts and update compensation information in applicable systems.
- Work with the ISD on MIAOP and other required reporting.
- Assist with assigned aspects of interim and annual audits as related to payroll and benefits.
- Work collaboratively as part of the Business Office to ensure optimal operation of all duties.
- Stay current and research issues affecting payroll.
- Take initiative to resolve problems, identify deficiencies and make changes and/or suggestions for improved processes and procedures.
- Additional duties as assigned by Superintendent or designee.

**\*Submit Application to:**

**Nancy Nelson, CFO – [nnelson@shps.org](mailto:nnelson@shps.org)**

**Kelly Schriener, HR Specialist - [kschriener@shps.org](mailto:kschriener@shps.org)**

South Haven Public Schools  
554 Green Street  
South Haven, MI 49090

\*A job application can be found at <https://www.applitrack.com/shps/onlineapp/>

**Condition of Employment:** Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").