

ADA-BORUP-WEST PUBLIC SCHOOLS

Independent School District No. 2910
604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal/DAC
High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

Payroll/Human Resource Accountant

Ada-Borup-West School District

The Ada-Borup-West School District is currently accepting applicants for the Payroll/Human Resource Accountant position. This is a 12 month full time position with salary and benefits dependent upon experience and qualifications.

Date of Availability: June 2024

Closing Date: May 3, 2024

A complete job description is here.

Interested individuals should send a letter of application and resume to:

Ada-Borup-West Schools
Aaron Cook, Superintendent
604 W Thorpe Ave
Ada, MN 56510

Phone: 218 784 5300

e-mail: acook@ada.k12.mn.us

This institution is an equal opportunity provider and employer.

Ada-Borup-West Board of Education
Dena Bishop – Faye DeLong – Janna Engel – Peter Jacobson
Gretchen Rockstad – Lucas Spaeth – Barb Spilde

POSITION TITLE: Payroll/Human Resource Accountant (Payroll, Human Resources and Finance)

WORKING RELATIONSHIP:

Reports to: Business Manager, Superintendent

JOB SUMMARY: To efficiently and effectively perform the overall human resource and payroll duties for the Ada-Borup-West School District and assist in administration of business affairs to ensure an efficient and effective office environment. Updates all payroll information on employees and balances all payroll records. Updates and maintains all human resource related records. The position requires maintaining confidentiality of confidential materials.

PERFORMANCE RESPONSIBILITIES:

- Prepares all regular, retro-active, and special payrolls and their related reports including but not limited to the following: electronic fund transfers of Federal, Social Security, & State with withholdings, Teacher Retirement, Public Employee Retirement, tax sheltered annuities, insurance deductions, and other employee deductions while maintaining their records. Responsible for district payroll for all employees while making sure it is done in an accurate & timely matter. Processes all timecards for payroll.
- Prepares and submits all financial reports required by the State & Federal Departments; annual sales & use tax report, quarterly State withholding, quarterly form 941, quarterly hours worked report for unemployment reporting.
- Distribution and collection of all types of payroll forms to employees.
- Preparation and distribution of tax forms to employees including, but not limited to W2's and 1095's.
- Maintain personnel files for all district employees. Receives processes and maintains enrollment applications and/or changes in group health insurance, life insurance, long term disability insurance, and flexible spending plans.
- Maintains workmen's compensation injury reports, claims and OSHA Log.
- Assists the business manager and auditors in preparation for the year-end audit.
- Prepare and maintains employee contracts.
- Performs general clerical duties (answering telephone, distributing mail, copying, faxing, postage meter, mailings, delivery of outgoing mail, etc.) when HS office staff is not available.
- Completes STAR, TRA, PERA and Social Security reports.
- Assists business manager in duties such as: deposits, sorting and entering of invoices, misc. check printing, etc.
- Performs other necessary duties as assigned by the Superintendent.

Preferred Qualifications:

- Prior experience in payroll administration and HR functions
- Strong understanding of payroll laws, regulations and best practices
- Proficiency in payroll software systems
- Excellent attention to detail and accuracy in data management
- Strong communication skills