



# MINNESOTA VALLEY EDUCATION DISTRICT

801 Davis Street, St. Peter, MN 56082 Office: 507-934-5420 Fax: 507-934-5893

---

## **MVED Job Posting Payroll/Accounts Payable Specialist**

Minnesota Valley Education District (MVED) is hiring for a full-time Payroll/Account Payable Specialist position. The Payroll/Account Payable Specialist will provide payroll and benefit-related services to all employees in Minnesota Valley Education District in St. Peter, MN

**Job Title:** Payroll/Accounts Payable Specialist

**Reports to:** MVED Director

**Location:** St. Peter, MN

### **General Summary:**

The goal of the Payroll/Accounts Payable Specialist position is to perform District payroll responsibilities promptly, accurately, and efficiently in accordance with District policies, procedures, and schedules with minimal supervision. The Payroll/Accounts Payable Specialist is responsible for providing payroll and benefit-related services to all employees of the district with excellent customer service. The position involves managing confidential employee records to ensure that they receive accurate compensation and benefits. The position is responsible for processing and remitting payments for all district purchases. Creating, reviewing and submitting reports to the state. The position requires considerable judgment and discretion while performing calculations and changes for processing while efficiently managing daily work pressures. The position requires concentration on a volume of work which must be completed within a limited period of time and within specific deadlines.

### **Major Duties & Responsibilities:**

1. Monitors and implements payroll, payroll deductions, and employee contributions (state and federal taxes, TRA/PERA, 403B). Ensure that benefit enrollments are completed and entered with the agencies.
2. Calculates salaries and contract pay. Calculate changes to contract pay (prorate salary for mid-year hire/termination, changes in assignments).
3. Makes changes in employee payroll records as requested by employees, e.g., address changes, exemptions, etc.
4. Sets up new employees as they are hired and during onboarding
5. Prepares checks for health, life, dental, and disability insurance and insurance bills for up-to -date membership information
6. Tracks sick leave, vacations, emergency leaves, personal leaves, and leaves without pay
7. Sorts and arranges for the distribution of annual W-2's and 1095 forms to employees
8. Responds to questions and inquiries concerning paychecks, benefits, deductions, or other payroll-related questions
9. Reconciles benefit deductions to monthly statements
10. Manages retiree and cobra benefit information.
11. Performs required Affordable Care Act (ACA) reporting
12. Calculates, verifies, and completes all state, federal, employee, and other reports as required.

13. Ensures that assigned payroll and/or financial functions are conducted in compliance with governmental laws and regulations, within generally accepted accounting principles, and following school district guidelines and policies.
14. Responsible for the compilation, review, and balancing of data for both calendar and fiscal year-end reports to all agencies, including W-2s.
15. Responsible for generating purchase orders, ordering items, confirming receipt of items, and attaching to corresponding invoices when received
16. Assign proper UFARS codes to account payable invoices
17. Payment of all non-payroll-related bills via check or wire transfer
18. Deposit checks and enter deposits and wire receipts into SMART
19. Review employee set-up in SMART to confirm correct information for salary/hourly rates, payroll deductions and benefits.
20. Assist with contract rider and wage statement set up and review, W2 review, etc.
21. Set-up and maintain COBRA for retirees
22. Set-up and review of ACA information and forms
23. Other duties as assigned.

**Education and Experience:**

1. High school diploma or equivalent;
2. Associate degree in accounting or business with coursework in human resources, payroll, or accounting preferred;
3. Previous payroll or accounting experience preferred.

**Knowledge, Skills and Abilities:**

1. Understanding of bookkeeping/accounting functions, operations, and routines of the district as it pertains to accounts payable activities.
2. Knowledge of payroll and benefit laws and regulations
3. Knowledge and experience with automated accounting and payroll systems, preferably in a school setting
4. Knowledge of office administration procedures with an ability to be detail-oriented and highly organized
5. Strong interpersonal skills with ability to work with people at all levels of an organization
6. Excellent oral and written communication skills
7. Ability to plan, prioritize, and organize complex functions
8. Excellent time management skills
9. Strong customer service focus and great team player
10. Advanced spreadsheet skills
11. Ability to work independently with minimal supervision
12. Ability to complete work accurately and reliably

**Job Type:** Full-time

**Duty Days:** 240 Days

**Salary:** \$54,478

**Start date:** Immediately

**Apply Online at [www.mnved.org/employment](http://www.mnved.org/employment)**