LUDINGTON AREA SCHOOLS
ADMINISTRATIVE OFFICES

Ludington Area Schools
Job Opening
Payroll Assistant

Payroll Assistant - Full-time, full-year position with benefits. Performs a variety of accounting, bookkeeping and clerical duties related to the entry and processing of bi-weekly payroll and serves as a resource for employees with payroll questions. The duties described are not all inclusive and other duties may be assigned. This position has the opportunity for advancement.

Education and/or Experience: At least two (2) years of post-high school education or training in accounting, bookkeeping or another related field and three (3) years of experience in payroll, bookkeeping or accounting, or an equivalent combination of education and experience.

Essential Duties and Responsibilities: Timesheet review and entry for regular payroll processing, sending out and collecting documents, tracking and monitoring leave time and overtime, monitoring and maintenance of employee pay codes, assistance with on-boarding of new employees, completing verifications of employment, processing court order documentation, processing employee benefits, calculation of taxes and deductions, year-end tax preparation of audit documentation and other documentation as requested.

Other Necessary Skills and Experience: Strong attention to detail, experience working in payroll software or comparable financial software, experience with Microsoft Excel, ability to carry out data calculation and data entry responsibilities with speed and accuracy, effective communication, filing and organizational skills, confidentiality, strong ability to prioritize and meet deadlines.

Apply in writing to Mary Marble, Personnel Specialist. Email: mmarble@lasd.net. Application materials must be submitted as one (1) PDF and include: a letter of interest, resume, transcripts (including proof of any certifications), three letters of recommendation. This job posting will remain open until filled.