



Central Office
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Special Education
Renee Jansen, Director
175 East Aitken Road
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VACANCY NOTICE
Internal/External
February 4, 2025

The Sanilac Intermediate School District has an opening for the following position:

JOB TITLE: Business Support/ Payroll Benefits Coordinator

REPORTS TO: Superintendent

QUALIFICATIONS: Education: Preferred – Associates Degree
Technology skills- ability to manage and use computer software with finance information
Office experience
Strong communication skills
Efficient organization skills
Time management
Efficient written and oral communication
Ability to maintain confidential personnel information
Perform Essential/Other Duties, below

ESSENTIAL JOB RESPONSIBILITIES/DUTIES:

1. Process payroll data- maintain up-to-date files of payroll information
2. Work with employer annuity companies, health insurance, and payroll deductions in compliance with local, state, and federal statutes
3. Maintain staff personnel files- ACA reporting
4. Monitor staff absences
5. Manage monthly payments to vendors
6. Complete workman's comp paperwork
7. Process purchase orders
8. Accounts payable
9. Preparation of State Registry of Educational Personnel (REP) reports
10. Assist with audit preparation
11. Provide support to and collaborate with the Business Office Manager
12. Provide support to local school districts for Illuminate resources/ permissions
13. Complete OSHA reports
14. Knowledge of Medicaid reporting- preferred
15. Perform other related duties as assigned.

SALARY: Per Contract

BENEFITS: Based on Sanilac Intermediate Education Association Contract

APPLICATION DEADLINE: March 10, 2025

INTERESTED APPLICANTS SHOULD CONTACT:

Katie VanConant, Superintendent/CTE Principal, Sanilac Intermediate School District
175 East Aitken Road, Peck, Michigan 48466, Phone: (810) 648-4700 Ext. 4241

"Recognizing the value and needs of each person, the Mission of the Sanilac Intermediate School District is to provide leadership and deliver quality educational programs and services to local school districts resulting in improved learning for all."

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 E. Aitken Rd, Peck, MI 48466 (810) 648-4700.