



NICE Community Schools

Office of the Superintendent
300 Westwood Drive
Ishpeming, MI 49849
(906) 485-1021



NICE Community School District Employment Vacancy

NICE Community Schools is accepting applications for the following teaching positions:

- Administrative Assistant for Payroll & Human Resources

Interested applicants should submit a letter of interest, resume, three letters of recommendation, college transcripts, and a general application form (*from our website, www.nice.k12.mi.us under the Employment>Public Opportunities tab*).

Applications should be sent to Bryan DeAugustine, Superintendent, 300 Westwood Drive, Ishpeming, MI 49849.

Applications will be accepted until Friday, June 4, 2021 at 3:00 p.m.

The district does not discriminate on the basis of race, color, national origin, sex or handicap.



ADMINISTRATIVE ASSISTANT FOR PAYROLL AND HUMAN RESOURCES JOB DESCRIPTION

Job Goal: Ensure efficient and accurate processing of employee payroll in accordance with all state and federal guidelines. Assist the Superintendent and Administrative Assistant for Finance with management of Human Resources.

I. Qualifications:

- A. Associate's degree in business, finance or equivalent
- B. Data entry and accounting experience
- C. Public school experience preferred

II. Status: Non-Exempt; full-time 40 hours per week

III. Compensation and Benefits: Hourly position with paid retirement, sick leave and vacation

IV. Reports To: Administrative Assistant for Finance

V. Performance Responsibilities:

- A. Responsible for all payroll preparation
 - 1. Preparation and maintenance of personnel data
 - 2. Collation of timesheets and input data
 - 3. Prepare monthly, quarterly and annual reports to various state and federal agencies
 - 4. Prepare payroll deduction checks
 - 5. Filing payroll data
 - 6. Monitoring substitute teacher and support staff platform and payments
- B. Responsible for employee insurances
 - 1. Setting up payroll deductions
 - 2. Maintain files on employee insurances
 - 3. Reconcile insurance billings
- C. General Secretarial duties
 - 1. Typing
 - 2. Filing
 - 3. Answering telephone
- D. Other duties as assigned by the Superintendent

Last Updated Spring 2021