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**Job Announcement**  
**September 17, 2024**

**Job Title: Payroll and Administrative Specialist**

**Location:** South Bend School District Office, South Bend, WA

**Position Type:** Full-Time, 260 Days per year (non-represented)

**Salary Range:** \$65,000 - \$75,000 per year (dependent on experience and qualifications)

**Benefits:** This position includes vacation, sick leave, Washington DRS retirement, and participation in the School Employee Benefits Board (SEBB) program.

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**Job Summary:**

The South Bend School District is seeking a highly motivated and detail-oriented Payroll and Administrative Specialist to join our team. This full-time position will be responsible for managing payroll, overseeing SEBB enrollment for employees, assisting with accounts payable, and performing a variety of district office administrative tasks as assigned.

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**Key Responsibilities:**

- **Payroll Management:**
  - Process payroll for district employees in a timely and accurate manner.
  - Ensure compliance with all applicable laws, regulations, and district policies related to payroll.
  - Manage payroll deductions, tax withholdings, and direct deposits.
  - Address payroll-related inquiries and resolve any discrepancies.
- **SEBB Enrollment Management:**
  - Oversee and manage employee enrollment in the School Employee Benefits Board (SEBB) program.
  - Ensure accurate record-keeping and compliance with SEBB regulations.
  - Serve as the point of contact for employee questions regarding benefits enrollment and changes.
- **Accounts Payable Assistance:**
  - Assist with the preparation and processing of accounts payable transactions.
  - Verify invoices, ensure appropriate documentation, and process payments in a timely manner.
  - Maintain accurate records of financial transactions.
- **Administrative Support:**
  - Provide general administrative assistance to the district office as assigned.
  - Assist with special projects and other tasks as needed to support the smooth operation of the district office.
  - Maintain confidentiality of sensitive information in all duties.

**Qualifications:**

- **Required:**
    - High school diploma or equivalent.
    - Strong proficiency in payroll processing and/or basic accounting principles.
    - Excellent organizational skills with attention to detail.
    - Strong computer skills, including proficiency in Microsoft Office Suite (Excel, Word).
    - Ability to maintain confidentiality and handle sensitive information.
    - Strong interpersonal and communication skills.
  
  - **Preferred:**
    - Experience in payroll or accounting within a school district or similar environment.
    - Knowledge of School Employee Benefits Board (SEBB) processes and regulations.
    - Experience with WesPac/Skyward and/or financial software and payroll systems.
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**How to Apply:**

To apply for this position, please submit your resume and cover letter to Superintendent Jon Tienhaara at [jtienhaa@southbendschools.org](mailto:jtienhaa@southbendschools.org). Applications will be reviewed as received. Position will remain open until filled.

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South Bend School District is an equal opportunity employer.