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BUFFALO LAKE - HECTOR - STEWART SCHOOL
ISD #2159

Job Posting: HR/Payroll Specialist
Location: Buffalo Lake-Hector-Stewart Schools – District Office
Job Type: Full-Time, 12-month contract
Start Date: November 23rd, 2026
Application Deadline: November 17th, 2026

Position Overview

ISD #2159 is seeking a highly skilled and detail-oriented HR/Payroll Specialist. This dual-role position places primary emphasis on payroll and human resources functions for the district, with secondary responsibilities providing clerical and organizational support to district leadership. The ideal candidate will have strong technical skills, the ability to manage sensitive information with discretion, and a proven record of accuracy and efficiency in a fast-paced environment.

Primary Responsibilities – Payroll/HR Specialist

- Prepare, process, and reconcile payroll for all district employees, ensuring compliance with federal, state, and district requirements.
- Maintain and update employee records, contracts, and personnel files in a secure and organized manner.
- Administer employee benefits, including enrollment, changes, and terminations, and coordinate with benefit providers.
- Manage new hire onboarding, including required forms, background checks, and orientation.
- Provide staff support regarding payroll, benefits, leave, and HR policies.
- Post job vacancies, track applicants, and assist in interview coordination.
- Ensure compliance with employment laws, contracts, and district policies.
- Collaborate with the Business Office on payroll, benefits, and HR reporting needs.
- Other duties as assigned.

Collaboration & General Office Support

- Partner with District Office staff and administrators to ensure accurate data management and timely reporting.

- Attend relevant training sessions and implement procedural updates as required.
- Support other District Office functions and projects as assigned.

Qualifications

Required:

- Strong organizational skills and exceptional attention to detail.
- Ability to prioritize multiple responsibilities and meet critical deadlines.
- Proficiency with Microsoft Office Suite, Google Suite, and data management systems.
- Ability to maintain strict confidentiality and handle sensitive information appropriately.

Preferred:

- Experience in payroll processing, HR operations, or public school business office functions.
- Strong communication and problem-solving skills.

Compensation & Benefits

- **Salary Range:** $50,000-60,000.
- **Benefits:** Medical and dental insurance; paid time off; employer-provided life insurance; retirement; and paid holidays.

*To apply: Please visit our website at blhsd.org and click on the **Employment Tab**.*