



NOTICE OF VACANCY

M 01-23-24

POSITION:	Payroll and Benefits Manager	LOCATION:	East Lansing
SCHEDULE:	244 Work Days	SALARY RANGE:	\$98,000 - \$127,000 16 paid holidays and comprehensive benefits package
POSTING DATE:	September 1, 2023	DEADLINE:	September 15, 2023

ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

Responsible for the administration of the day-to-day activities related to the MEA-MESSA-MEA Financial Services Cafeteria and Section 125 Plan benefits for active employees and retirees. Overseeing and monitoring all payroll related reports and activities and collective bargaining agreements, ensuring their compliance with federal and state laws. Supervising the payroll and benefits staff members: prioritize and assign work, monitor performance and conduct evaluations, ensure staff are trained and follow procedures, make hiring, termination and disciplinary recommendations.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

QUALIFICATIONS

Bachelor's Degree in a related field; or two to four years of related experience and/or training; or equivalent combination of education and experience.

Minimum of five years of previous benefits experience.

IFEBP/CEBS certificate.

Knowledge, Skills and Abilities:

- Thorough knowledge of ERISA requirements
- Ability to review data, draw conclusions, and make corresponding decisions and/or recommendations
- Ability to effectively interpret collective bargaining agreements under the direction of the Senior HR Manager
- Excellent written and verbal communication skills
- Proficient in Microsoft Office applications
- Ability to demonstrate autonomy and adhere to compliance deadlines.
- Maintain knowledge of changing laws and communicate and implement changes accordingly
- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the educational community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to demonstrate strength in interpreting rules/guidelines/union contracts and applying them appropriately to make decisions and respond promptly and efficiently. Ability to analyze data and make valid recommendations to all levels of management
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, union leaders, staff members, governance leaders/members
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Maintain the highest degree of confidentiality.
- Experience with collective bargaining
- Ability to travel to field office locations throughout the state of Michigan to conduct employment interviews and/or evaluate work settings for purposes legal/contractual compliance

CANDIDATE PROFILE

The Payroll and Benefits Manager will possess the following qualities and characteristics:

- Lead by example
- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity

- Respectful and inclusive in a diverse environment
- Problem solving skills
- Organized
- Ethical
- Approachable
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

RESPONSIBILITIES AND DUTIES

Maintain employee benefit information within HRMS system, including assignment of plans, coverage options, dependent information, employer costs, and employee costs.

Ensure compliance with federal and state laws, including ERISA, ACA, COBRA, FLSA, and maintain open communication with MEA attorney.

Prepare and file year-end reports, such as Form W-2s, ACA reports, and benefits testing. Oversee Form 5500 reporting.

Review payroll information using PDS Payroll system to ensure accuracy.

Prepare salary and benefit budgets and related reports.

Supervise payroll and benefits staff.

Based on advice and recommendations from legal counsel, interpret and apply union contract language as it relates to payroll and benefits.

Conduct one-on-one orientation with new employees regarding benefit plans and options.

Assist with contract negotiations and attend financial meetings as benefits representative as necessary.

Vendor management, including HRMS system, changes, updates, etc.

Advise and make recommendations to senior level management regarding compliance and best practices.

Coordinate with the Staff Retirement Plan Administrator to ensure accurate communications and administration of staff retiree benefits.

Communicate all payroll and benefit information to employees/retirees.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

June 29, 2021

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.