



**NOTICE OF VACANCY.**

**M 39-25-26**

<b>Position:</b>	Payroll / Benefits Coordinator	<b>Location:</b>	East Lansing
<b>Responsible to:</b>	Barb Hitchcock, Payroll and Benefits Manager	<b>Minimum Compensation:</b>	Per ASO/USO Contract Grade G
<b>Schedule:</b>	260 Workdays	Paid holidays and comprehensive benefits	
<b>Posting Date:</b>	May 21, 2026	<b>Deadline:</b>	May 29, 2026

**BASIC PERFORMANCE EXPECTATIONS:**

This job requires responsibility for maintaining the accuracy of the payroll database. The work involves the input and retrieval of data into HRIS including computations, preparation of report formats, assembling and summarizing data. Incumbents must create unique reports to provide information used by internal and external sources.

Job duties include entering employment and benefit information, verifying payroll registers, creating reports and verifying totals. Work includes reconciling accounts, processing tax returns, etc. Work also includes postings to financial records and preparation of disbursements. This position is required to maintain confidential files.

Work also involves typing, filing, answering telephones, and other clerical duties.

This job requires the ability to establish and maintain effective working relationships with external sources, as well as staff and management.

**ASSIGNED DUTIES:**

Add new and delete terminated employees to HRIS database. Enter and maintain employee data such as wages, dates, benefits plans, deductions, tax codes, addresses, coverage options, dependent information, employer and employee costs, etc. Liaison to MESSA with employee benefit change information;

Write and edit Crystal reports and HRIS queries, both new and existing in response to requests for information;

Verify payroll registers to ensure employment and benefit data is entered. Make adjustments to correct problems and errors;



Responsible for COBRA Administration:

- Maintain compliance with COBRA law relative to processing individual's applications and financial transactions
- Maintain database to track legally required timelines for coverage
- Send all legally required documents and correspondence

Create and adjust leave bank database and accrual rates. Create/update/process leave rollover information;

Update and maintain employment/benefit/payroll/tax tables in HRIS;

Work with management to develop process and procedures regarding contract language for entire organization;

Prepare employers statement for short and long-term Disability Income Benefit forms. Act as liaison with MESSA Disability;

Enrollment and de-enrollment of active and retired employees into various employee benefit group plans;

Reconcile and remit all fringe benefit payables to internal and external vendors on a timely basis, including section 125 and 401(k) funds;

Assist with year-end audits and W-2 processing and final submission to IRS;

Responsible for compiling the information for, and preparing, the quarterly IRS Form 941. Also responsible for the annual reconciliation of 941's to W-2's and subsequent amended filings as needed;

General Ledger Reconciliation-

Monthly account reconciliation for all payroll related withholding accounts to ensure compliance with all respective taxing authorities and other authorities with compliance requirements. Create required schedules for audit;

Apply terms of labor agreements and policies;

Process payroll and benefits change forms, input data into the system, compute proper pay, verify registers and maintain deduction/benefit files;

Review weekly payrolls in comparison to prior pay information to ensure net to net is reasonable. Research anomalies;

Responsible for quarterly payments to retirees who receive cash in lieu of medical coverage;



Responsible for verification of all insurance related billings, such as health, dental, etc. to ensure proper billing and payment;

Respond to requests for information regarding employment and insurance verification and benefit plan coverage. Prepare appropriate documentation, and distribute legal filings to the IRS and internal sources;

Create, update and maintain payroll and benefit related spreadsheets. Perform calculations and balance transactions;

Provide assistance to the department by receiving telephone calls, visitors, and mail; copying and distributing materials; maintaining files and reports; and typing and filing as needed;

Work in collaboration with Staff Retirement Administration Office to ensure retirees are managed correctly for employee status and benefit placement;

Create positions, reorganize/update position management within system to ensure appropriate distribution of employees to managers for reporting, budget and financial purposes;

Process garnishments and provide appropriate information to court/plaintiff/employee for initial requests and final processing within defined legal guidelines;

Provide changes of employment and personal information for all employees to appropriate areas within the organization;

Process insurance billings;

Administer leave tracking and ensure accurate payroll records;

Maintain and track pay periods, hourly wages, salaries, overtime, leave time, paychecks, etc.

Other support responsibilities include:

- 451/457 accounting for payouts
- 401(k) changes, census, and discrimination testing
- 415 testing
- 5500's for MEA, MESSA, MEA FS
- New employee orientation
- Imputed income year-end computations
- W-2's
- Annual budget projections for MEA, MESSA, MEA FS
- Open enrollment
- Section 125 plan
- RDS



- 940
- Medical rate database changes
- MESC

Provide assistance to outside auditors;

Perform other job-related duties as assigned from time to time.

**MINIMUM REQUIREMENTS:**

Graduation from a standard high school or vocational school;

Recent experience in human resources, benefits or related field;

Experience and training which provide the following abilities, skills and knowledge:

- knowledge of the principles and practices of double entry bookkeeping;
- ability to operate a personal computer and common office equipment, including Word and Excel;
- ability to make moderately complex mathematical calculations accurately and rapidly;
- knowledge and experience in Crystal report writing;
- knowledge of the operation of computers and time tracking systems;
- ability to communicate tactfully, courteously and effectively;
- ability to assemble and organize data; and
- knowledge of business English, spelling and punctuation.

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

4/23/21

(Testing requirements removed on 5/15/2026)