



READING COMMUNITY SCHOOLS

"HIGH ACHIEVEMENT FOR ALL"

Reading Community Schools

Administrative Assistant / Payroll Specialist

Reports To: Superintendent & Business Manager

Classification: Full-Time, 12-Month Position

Position Summary:

Reading Community Schools is seeking a highly organized and detail-oriented **Administrative Assistant / Payroll Specialist** to join our Business Office team. This individual will provide administrative support to the Superintendent and Business Manager, oversee district payroll and personnel processes, maintain compliance with state and federal reporting requirements, and assist in managing day-to-day district operations.

The ideal candidate will demonstrate professionalism, discretion, and excellent communication skills while managing sensitive financial and personnel information.

Qualifications:

- Secretarial or administrative experience required; experience in a school district or public sector preferred.
- Proficient in Microsoft Excel and general computer applications.
- Strong organizational, problem-solving, and time-management skills.
- Exceptional public relations and communication abilities.
- Demonstrated ability to work effectively with staff, administrators, and the public.
- Associate degree in business, accounting, or related field preferred.
- Neat appearance, professional demeanor, and mature personality.

Primary Duties & Responsibilities:

Administrative Support:

- Serve as receptionist for the business office and secretary to the Superintendent.
- Attend Board of Education meetings; prepare packets, record minutes, and maintain official records.
- Assist with election and post-election notices and maintain election results.
- Support the Superintendent and Business Manager with human resource functions, contract negotiations, and administrative tasks.
- Maintain BoardDocs policies and administrative guidelines.

Payroll & Finance:

- Prepare and process payroll for all district employees.
- Maintain time cards, compute wages, deductions, and extra-duty pay (Schedule B, coaching, etc.).
- Complete required federal and state payroll filings, including 941, UIA, W-2s, and sales tax reports.
- Reconcile ORS, annuities, AFLAC, and Health Equity (HSA) deductions.
- Prepare final salary affidavits for retiring employees and process all payroll-related checks.
- Assist the Business Manager with accounts payable/receivable as needed.
- Assist with financial and compliance audits (ORS, MSP, Annual Business Office Audit).

Personnel & Compliance:

- Maintain accurate personnel files and new employee onboarding documentation.
- Manage fingerprinting and criminal history files (LASO responsibilities).
- Oversee employee training compliance (Safe Schools).
- Track teacher certifications and substitute permits to ensure compliance with state requirements.
- Manage benefits processing, COBRA notifications, and insurance changes.
- Process Workers' Compensation, OSHA, and MIOSHA reports.
- Maintain attendance, leave, and substitute service records.

Other Duties:

- Record and process incoming funds for the district.
 - Maintain district key and electronic fob lists.
 - Coordinate recognition events and retiree celebrations.
 - Assist in planning back-to-school and end-of-year staff activities.
 - Perform other duties as assigned by the Superintendent.
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Compensation & Benefits:

- **Salary:** \$40,000–\$48,000 annually (commensurate with experience)
 - **Contract:** 12-month position, full-time
 - **Benefits:** Health, dental, and vision insurance; retirement contribution (MPERS); paid leave per district policy
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Application Process:

Interested candidates should submit the following:

- Letter of Interest
- Resume
- References (minimum of 3 professional)

Submit applications to:

Martin DuBois, Superintendent

Reading Community Schools

Email: martin.dubois@readingrangers.org

Phone: (517) 283-2166

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