

Payroll, Benefits & Compliance Manager

Northgate School District – Business Office

Position Summary

Northgate School District is seeking a detail-oriented and highly organized Payroll, Benefits & Compliance Manager. This position is responsible for the accurate and timely administration of payroll, employee benefits, and all related reporting while ensuring compliance with collective bargaining agreements and federal, state, and local regulations.

Key Responsibilities

- Process payroll for all employee groups, including substitutes and supplemental contracts
- Administer employee benefits (health, dental, retirement plans, FSA, and more)
- Manage PSERS reporting, employee leave (FMLA, sabbatical, disability), and COBRA
- Complete all required payroll tax filings and regulatory reports (W-2, 1095-C, 941, etc.)
- Maintain accurate employee records and support onboarding and status changes
- Ensure compliance with collective bargaining agreements and district policies
- Serve as primary contact for employee payroll and benefits questions
- Coordinate audits and maintain documentation for compliance
- Oversee workers' compensation processes and safety committee support
- Manage required staff training compliance (Vector platform)

Qualifications

- Associate or Bachelor's degree in Accounting, Business, HR, or related field preferred
- 3–5 years of payroll and/or benefits experience preferred (school district experience a plus)
- Strong attention to detail, organization, and ability to meet deadlines
- Ability to interpret contracts, policies, and regulations
- High level of confidentiality, professionalism, and communication skills

To apply, email a cover letter and resume to emily.carter@northgatesd.net by 4/24/26.