

MOSCOW SCHOOL DISTRICT NO. 281

650 N. Cleveland Moscow, Idaho 83843-3659 www.msd281.org
Human Resource Office (208) 892-1126, District Office (208) 882-1120, FAX (208) 883-4440

ANNOUNCEMENT OF VACANCY - NON-CONTRACT AT-WILL POSITION

POSITION	PAYROLL/BENEFITS SPECIALIST – DISTRICT OFFICE 8 hours/day, 260 days/year
STARTING DATE	December 1, 2025
SALARY	\$30.97/hour
HOURS	7:30 a.m. – 4:30 p.m.
JOB DESCRIPTION	Under the direction of the Business Manager, perform all tasks required of the Payroll and Benefits office including, but not limited to: process and maintain payroll for all district employees; calculate and verify wages, deductions, and withholdings; ensure timely and accurate submission of payroll reports; manage employee benefit programs including health, dental, vision, retirement, and other voluntary benefits; assist employees with benefit enrollment and changes; reconcile benefit billings; ensure compliance with state and federal payroll and benefit regulations; maintain accurate payroll and benefit records within the employee management system; assist with leave tracking and reporting; prepare and distribute W-2s, 1095s, and related tax documents; maintain confidentiality; communicate in a positive manner; and work cooperatively with staff, administrators, and outside agencies.
QUALIFICATIONS	1. Five (5) years of job-related experience or post-secondary education in the area of payroll, accounting, or business administration. 2. Proficiency in computer applications, including word processing, spreadsheet, and database programs. Ability to operate standard office equipment. 3. Strong interpersonal and communication (verbal and written) skills, with the ability to deal pleasantly and tactfully with the public, employees, and agency representatives. 4. Experience in payroll processing, benefits administration, and data management with the ability to prepare and maintain accurate and detailed records and reports. 5. Knowledge of state and federal payroll, tax and employment regulations preferred. 6. Ability to understand and carry out oral and written instructions, adjust to flexible work assignments, work accurately with attention to detail, meet deadlines, and work effectively in an environment with interruptions 7. Ability to perform basic math functions to calculate hourly wages, deductions and compensation rates. 8. High school diploma or equivalent with post high school education or training in payroll, accounting, or human resources desired.
CLOSING DATE	November 14, 2025

Apply online www.msd281.org

Candidate hired will be required to submit proof of identity and employment eligibility. **A criminal history check is required at the employee's expense.**

AN EQUAL OPPORTUNITY EMPLOYER-EDUCATOR

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.