

**Benton-Stearns Education District** has an opening for a full-time Payroll/3<sup>rd</sup> party Billing Secretary. This position performs confidential, administrative support and personnel tasks for the administrative and business management staff with an emphasis in Payroll and 3<sup>rd</sup> Party Billing. The payroll responsibilities include the oversight and processing of data within the payroll/employee time-off system. The 3<sup>rd</sup> Party Billing responsibilities require the oversight and processing of the IEP Billing system which includes providing support and training for the Benton Stearns Education staff and their member districts.

Required Qualifications:

1. Excellent computer skills including Microsoft products, specifically Excel and Google Suites.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively and cooperatively with colleagues.

Preferred Qualifications:

1. Minnesota School District Payroll experience.
2. Experience with SMART Systems software.
3. Experience with SPED Forms software.

Salary/Benefits:

\$19.23 to \$22.85 per/hour

How to apply/Contact:

Interested applicants should send or email a cover letter, resume and completed Application (which can be found on the district website at [www.bentonstearns.k12.mn.us](http://www.bentonstearns.k12.mn.us) under the home tab to:

Michelle Evenson, Business Manager  
Benton Stearns Education District #6383  
517 2<sup>nd</sup> Street South, PO Box 299  
Sartell, MN 56377  
[mevenson@bentonstearns.k12.mn.us](mailto:mevenson@bentonstearns.k12.mn.us)  
320-257-7392

**Applications are due no later than Wednesday, September 6, 2023 4:00 pm.**