



POSITION: Full-Time Payroll / HR Service Coordinator

ORGANIZATION: Region V Computer Services

**JOB DESCRIPTION:**

As a Regional Management Information Center (RMIC), Region V supports member districts on the SMART Systems suite and assists them in meeting reporting requirements in the areas of finance, payroll, human resources, and student. Further details about Region V Computer Services can be found at [www.regionv.k12.mn.us](http://www.regionv.k12.mn.us).

The duties of the position include answering questions on the operation of the SMART Systems payroll / human resource module, providing guidance on payroll reporting requirements and payroll processing. Creating documentation for training purposes and general information, analyzing data, and communicating to member districts as well as our own payroll team are other responsibilities of the Payroll / HR Service Coordinator.

There are also future opportunities for advancement.

**JOB REQUIREMENTS:**

Associate's degree in accounting and some experience in a job-related field or equivalent combination of education and experience in a job-related field.

School district business office experience in payroll and human resources is preferred. Experience with SMART applications is desired. Experience with Microsoft Office is required.

Candidates must possess strong oral and written communication skills as well as exceptional customer service skills. Limited travel within southern MN is possible.

**SALARY/BENEFITS:**

Salary Range of \$20.00 to \$26.00/hour dependent on experience; Benefit package available.

APPLICATION DEADLINE: Until Filled

**TO APPLY:**

1. For additional details about Region V Computer Services go to <http://www.regionv.k12.mn.us>
2. Mail or Email a resume and cover letter to:

Darin Jensen, Executive Director  
Region V Computer Services  
1917 Excel Drive, Mankato, MN 56001-3032  
email [darinj@regionv.k12.mn.us](mailto:darinj@regionv.k12.mn.us).

QUESTIONS: Please contact Darin Jensen at 507-386-4815