



## Field Service Technician- Business Services

### IN THIS ROLE:

Provide direct service and support for operational business office processes, including processing payroll, Office of Retirement Services (ORS), IRS, fringe benefits, bookkeeping, and accounts payable using Wayne RESA's software application systems.

### QUALIFICATIONS

#### Education

- Associate Degree in Business or related field, or five years related experience required.

#### Experience Required

- Minimum of three (3) years of experience in payroll or finance.
- Strong knowledge of payroll or accounting.
- School district experience preferred.
- Demonstrated ability to meet stringent timelines.

#### Special Skills and Training Required

- Ability to work swing shifts, weekends, and holidays on an as-needed basis.
- Ability to take the initiative to work with teams and work independently.
- Ability to travel extensively.
- Ability to work on-site or at local constituent districts.
- Demonstrated verbal and written communication skills.
- Demonstrated skill working with diverse populations.
- Proficiency in using the Microsoft Windows desktop operating system and Windows-based software.

### COMPENSATION:

WCSSF 12-Month Salary Schedule – Schedule D effective July 1, 2024 (\$53,650 - \$81,196) and a comprehensive and competitive benefits package including health/dental/vision/life and long-term disability insurance. 19 paid holidays, generous time off, and [Membership in the Michigan Public Schools Employee Retirement System](#). The position is represented by Wayne County Salaried Staff Federation Local 4479 (WCSSF). The Collective Bargaining Agreement and additional information regarding employer-sponsored health care plans can be found under [Transparency Reporting](#).

### APPLICATION PROCESS AND TIMELINE:

Internal and external applicants must complete and submit an online application at:

<https://www.applitrack.com/resa/OnlineApp/default.aspx?choosedistrict=true&applitrackclient=1166&all=1> (Job ID # 27177) in order to be considered. This posting is open until filled.

### SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS ROLE:

- Provide direct service to the Business Offices of Computer Services Consortium clients both at school district sites and from Wayne RESA offices.
- Provide support and coordination of business office processes, including payroll, accounts payable, bookkeeping, fringe benefits, and human resource demographics.



33500 Van Born Rd.  
Wayne, MI 48184



(734) 334-1560 Fax  
(734) 334-1562 HR Hotline



[www.resa.net](http://www.resa.net)

Board of Education: James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie

**Daveda J. Colbert, Ph.D., Superintendent**

*Wayne RESA is an equal opportunity employer.*

- Assess client business office processes for accuracy, completeness, and efficiency.
- Responsible for the preparation and filing of required governmental reports for clients (eg. ORS, 941, MESC).
- Implement and document changes in client business office processes and procedures.
- Maintain accurate records and documentation of all client records, particularly sensitive and auditable information.
- Provide occasional training to clients as needed around the preparation and processing of business office processes, including payroll, accounts payable, bookkeeping, and fringe benefits.
- Prepare specialized reports using query tools as needed.
- Work as first-level help desk support for the Business Service applications.
- Assess and recommend Business Service software and system changes to facilitate improvements in accuracy and efficiency in client business office processes.
- Regular and predictable attendance.
- Perform other duties as assigned.

[Click here for the job description](#)

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Board is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff.

## Enhancing Education in our Diverse County

Wayne RESA is a regional educational service agency that provides a broad range of services and support to Wayne County's 33 school districts and 97 public school academies aimed at improving student achievement and maximizing economies of scale in staff development, purchasing, and administrative services.

### OUR MISSION

Wayne RESA is committed to leadership through service and collaboration for excellence in teaching and learning for all.

### OUR VISION

Leading ... Learning for All.

### OUR BELIEFS

We believe Leadership is the foundation of our organization

We believe Service is the core of our work

We believe Collaboration is essential to our success

We believe in the pursuit of Excellence

[Read more about who we are and what we do](#)

Posted 6/3/2024.