

Position Announcement Human Resources/Payroll/Accounting Specialist

The Iowa Association of School Boards (IASB) is seeking a detailed, organized, and experienced professional to serve as a Human Resources/Payroll/Accounting Specialist. This position supports IASB's internal operations, accounting and provides services across all areas of the association.

The Human Resources/Payroll/Accounting Specialist will perform IASB payroll, benefit administration, and analysis, including effective human resources practices and performing Iowa School Employee Benefit Association accounting transactions, supporting IASB accounting transactions along with other accounting functions. The role works collaboratively across the organization to deliver accurate, reliable, consistent, and timely information that support IASB's mission and strategic priorities.

Qualified candidates should possess an associate or a bachelor's degree in accounting and human resources. Three years of pertinent experience is required. Strong attention to detail, organization, analytics, communication, and the ability to manage multiple projects and deadlines are essential. Experience with human resources, payroll, and accounting is required.

Key responsibilities include all human resource functions, onboarding, COBRA, employee HR files, payroll database, other personnel files, working with Paychex, payroll, benefits, support employee engagement and culture, and various accounting functions. The position will also collaborate with internal teams to support IASB and help maintain proper staffing, compliance and alignment with the organizational culture, mission, vision and strategic plan.

Because this position requires strong attention to detail, confidentiality, and organization, applicants must submit a resume and cover letter that clearly answers the following questions:

- Describe your experience with accounting such as journal entries, internal controls, reconciliations, accounts payable, accounts receivable, excel spreadsheets and other accounting functions. What was your role, and what made the effort successful?
- Describe your experience with payroll such as payroll processing, working with a payroll processing company, benefit management and tracking, COBRA, workers compensation management and audit, and payroll process documentation. What was your role, and what made the effort successful?
- Describe your experience with human resources such as policies, onboarding, terminations, HR files, employment documentation, human resource management systems, COBRA, benefit management, and organization retention and development. What was your role, and what made the effort successful?

The salary for this position is expected to be between \$55,000-\$65,000, depending on qualifications and experience, and includes a competitive benefits package.

Apply by August 7, 2026, by submitting a resume and cover letter to Stephanie Rousseau, Iowa Association of School Boards, 6000 Grand Avenue, Ste. A, Des Moines, IA 50312 or email to srousseau@ia-sb.org. Applications that do not include both a resume and cover letter meeting the requirements above will not be considered.