

Notice of Vacancy Position
Please Post
(External Posting)

TO: All Interested Candidates
FROM: Cheri Meier, Assistant Superintendent ~ HR
DATE: August 16, 2017

The following position is available immediately:

Payroll Manager
Business Office
52 Weeks Per Year/40 Hours Per Week
\$47,500

Qualifications:

- Minimum of three years experience in payroll required; experience in K-12 education setting preferred.
- Associates degree or higher in accounting or related business field is preferred.
- Demonstrated success in payroll required.
- Experience with computerized generated accounting procedures, specifically **MUNIS** software preferred.
- Holds MSBO Certification as Payroll Specialist or willing to pursue
- Must have high level of competency in the operation of a personal computer; as well as general office machines (10-key calculator).
- Bookkeeping skills, experience and knowledge beyond basic bookkeeping preferred.
- Must be accurate, efficient and detail oriented.
- Demonstrate a high level of skill in word processing and utilizing spreadsheets (Microsoft Office Products).
- Must have strong communication and interpersonal skills.
- Mathematical skills required.
- Must maintain high level of confidentiality at all times.

Summary of Job Description:

- Reviews and audits time sheets and payroll and benefit records ensuring compliance with each District's policies and procedures, appropriate labor agreements, and related federal and state laws. Identifies, calculates and inputs appropriate adjustments as necessary. Processes payroll, balances and processes reports, prepares tax and retirement reports ensuring accuracy and compliance with related laws and regulations.
- Processes and calculates a variety of complex payroll actions including overtime wages, weighted average calculations, workers compensation claims, and prorated salary calculations.
- Ability to meet deadlines *consistently* without supervision
- Maintains knowledge of and ensure compliance with statutes, contracts, rules, regulations, interpretations and the like.
- Maintains documentation related to the payroll software, payroll processing, time entry and benefits.
- Processes Office of Retirement Services (ORS) submission; balances each pay; reconciles cash and general ledger balances to ORS's records.
- Maintains accurate, up-to-date files of all payroll information and systems.

Full job description available upon request.

Interested candidates should submit a letter of interest and resume to:
Cheri Meier, Assistant Superintendent ~ HR at Okemos Public Schools at
4406 N. Okemos Rd., Okemos, MI 48864
Applications accepted until filled.