



## NOTICE OF VACANCY

**POSITION ID:** 25-NON-06

**POSTING DATE:** April 15, 2026

**POSITION:** Payroll Specialist

**LOCATION:** Central Office, Business Department

**SALARY:** Non-Unit, Group D, 12 months, 260 days.  
Annual Base Salary Range: \$58,003 - \$68,890, dependent on experience

**START DATE:** ASAP

**DEADLINE:** April 29, 2026

### **YOU BELONG HERE!**

Farmington Public Schools, situated in the southern region of Oakland County, serves a vibrant and diverse student population of over 9,000 individuals from Farmington, Farmington Hills, and parts of West Bloomfield. The district is characterized by a strong sense of community pride, with parents that actively support programs to ensure a rich tapestry of experiences for their children, and staff focused on giving students the knowledge to rise to their fullest potential. The District is steeped in tradition and thrives on innovation. Situated in an exceptional location with easy access to surrounding communities and the Detroit Metropolitan area, the District enjoys all the benefits of a world-class business center and a quaint downtown bustling with activities for all.

### **SUMMARY OF CANDIDATE PORTRAIT**

Farmington Public Schools is seeking a highly organized and experienced Payroll Specialist to provide exceptional support to the Business Department. The ideal candidate will possess strong communication skills, a keen attention to detail, and the ability to manage a wide range of responsibilities and tasks while maintaining confidentiality. The candidate must be able to collaborate effectively with colleagues across different departments and levels to maintain a positive and supportive work environment. This role requires a proactive and adaptable individual who can anticipate needs, prioritize tasks, and effectively manage time to ensure the smooth operation of the district's main office.

### **REQUIRED QUALIFICATIONS**

- Associates degree in Accounting or related field
- Three to five years of comprehensive payroll processing and experience in an environment with a large employee base and multiple union contracts.
- Experience and aptitude in the use of computerized software systems (Business Plus preferred), spreadsheets (Microsoft Excel), and word processing (Microsoft Word).
- Skills with Google Suite - Gmail, Drive, Calendar, Docs, Sheets, Slides, etc
- Strong analytical and mathematical aptitude.
- Ability to apply knowledge of current research and theory in a business office setting.
- Ability to establish and maintain effective working relationships with central office departments and individual employees within the school community.
- Ability to speak clearly and concisely, both in oral and written communication.

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

### **PREFERRED EXPERIENCE/COMPETENCIES**

- Bachelor's degree preferred
- Fund accounting and/or public school experience preferred.
- Proven track record of accuracy and attention to detail.
- Ability to supervise other employees
- Ability to work with confidential and highly sensitive information.
- Excellent customer service; an ability to interact positively with all personnel and resolve issues.
- Ability to handle a multitude of issues/responsibilities with minimal supervision.
- Strong organizational skills and ability to meet required deadlines.

### **RESPONSIBILITIES AND DUTIES**

- Assumes ultimate responsibility for completion of all routine payroll processes such as:
  - Responsible for the overall accuracy and timeliness of the district's payroll
  - Accurate processing of payroll data including all necessary transmissions of payments and data files
  - Responsible for calculating and verifying the accuracy of wages, including mid-year reassignments, retroactive pay adjustments and other corrections
  - Knowledge of and understanding of compliance with labor contracts, federal and state withholding requirements and retirement system rules
  - Responsible for the accuracy and timely reporting of Office of Retirement Services retirement reports
  - Responsible for managing payroll files including calendar year-end balances, fiscal year-end balances, and updating payroll tax tables
  - Responsible for appropriate record retention for payroll transactions
- Works closely with district departments that provide information and/or are involved in the payroll process such as Human Resources, Nutrition, Facilities Management, and Transportation
- Monitors and administers employee contributions to TSAs/457s and compliance with maximum contributions limits and IRS regulations
- Revise and publish annual payroll calendars for all employee groups
- Supervises and supports the Payroll Bookkeeper and other clerical support staff in the Business Department involved with the payroll process, including review of work assignments and periodic evaluation
- Responsible for timely and accurate completion of payroll reporting, including unemployment costs, W-2 wage reporting, payroll tax returns, ORS reporting
- Reconciles payroll related liability accounts with the Finance Director
- Assists Finance Director in the development of accounting policies, procedures, job aids, system documentation and internal controls, including exploring ways to improve the payroll process
- Assists Finance Director in maintaining chart of accounts in accordance with state accounting guidelines, including assignment of position control accounts for accurate reporting in REP
- Assists in fiscal year-end and audit activities, including preparation of audit schedules related to areas of responsibility
- Other duties as assigned.

### **BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES**

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- A. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.

- B. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- C. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- D. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- E. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

## **METHOD OF APPLICATION**

Applications are being accepted online only. To apply for this position, go to the district's web site at [www.farmington.k12.mi.us](http://www.farmington.k12.mi.us), select the tabs '**Departments**', '**Human Resources**' '**Employment**', '**Online Application**'. Application must include an updated resume and cover letter addressed to Kimberly Pincheck, Director of Finance, at [kimberly.pincheck@fpsk12.net](mailto:kimberly.pincheck@fpsk12.net).

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It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.

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