

Positions: Head Payroll Clerk

Location: Administration Building

Salary: 41,600 - \$58,240 annually.

Reports To: Chief Financial Officer

Qualifications:

**INTERNAL/EXTERNAL POSTING**

**QUALIFICATIONS:**

- Associate's Degree or equivalent based on payroll, accounting, or other relevant experience
- Excellent math and analytical skills, with attention to detail and accuracy
- Demonstrates knowledge and experience with a variety of computer programs including Word, Excel, Google Docs, and financial software
- Experience in payroll processing
- Experience working in governmental accounting preferred
- Ability to communicate clearly and concisely, both verbally and in writing
- Ability to prioritize work in order to meet deadlines
- Ability to deal sensitively with confidential material
- Motivated, positive, individual with a "can-do" attitude
- Ability to multi-task is essential
- Ability to develop ongoing positive working relationships

Description:

**RESPONSIBILITIES:**

- Process payroll data for all school district employees and maintains accurate up to date information for all payroll information.
- Process payroll maintenance for new hires.
- Process timesheets, earnings, adjustments, docks (awp), and contract changes (new and adjustments.)
- Responsible for ORS reconciliation, reporting, and audits, quarterly 941 reports, MESC reporting, State of Michigan New Hire reporting, annual W-2s, and ACA preparation.
- Prepare and process annual contracts, including all re- calculations, extra-curricular contracts, and all other special payments to employees.
- Responsible for understanding, tracking, and properly reporting sick bank, unpaid leave, and FMLA.
- Settlement of all liability accounts related to payroll on a bi- weekly basis, with either accounts payable check runs, ACH payments, or journal entries.
- Maintain files for time records, voluntary deductions, garnishments, and tax withholdings.
- Maintain and set up all employee payroll files and employee file maintenance including address changes, name changes, ORS defaults, deduction changes.
- Maintain salary information and history in personnel.
- Process EduStaff hourly timesheets and coaches pay.
- Send emails for dock notifications.

- Calculate retirement payouts.
- Assist with the annual financial audit process as it relates to payroll.
- Create annual work calendars for local 3154 members/return to work/last day of work letter.
- Process taxable insurance as required.
- Answer ***all*** calls related to payroll issues from employees.
- Create and update payroll forms as needed.
- All other duties as assigned.

**LENGTH OF DAY:** 8 hours per day/40 hours per week

**LENGTH OF WORK YEAR:** Year Round Position

[\(Please click here to review the Core Competencies\)](#)

Method:

Qualified persons interested in applying for an interview for this position must apply online at <https://hr.applicantcentral.com/clps/Login.aspx> A letter of interest and transcripts must be provided and the following application sections must be completed: (resume will be required at the time of interview).

- Personal Information
- Education
- Work Experience

**In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (as amended), and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Center Line School District that no person shall, on the basis, race, color, religion, national origin or ancestry, gender/sex (including sexual orientation and transgender identity), age, disability, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively, "Protected Classes"), be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 510-2000.**