



## **NORTHVILLE PUBLIC SCHOOL DISTRICT**

Human Resources  
405 West Main Street  
Northville, Michigan 48167

### **NON-CERTIFIED POSTING**

**DATE:** January 21, 2026

**POSITION:** BUSINESS OFFICE – PAYROLL SPECIALIST

**CLASSIFICATION:** Full-Year, 256 Day; Office Support Personnel, Group G

**COMPENSATION:** \$38,195 – \$62,627 annually, per the Office Support Personnel Agreement  
(Commensurate with knowledge and experience)

**EXPECTED START DATE:** Immediately upon hire and notice

#### **MINIMUM QUALIFICATIONS:**

- Associate's degree or higher.
- Demonstrate advanced knowledge and training in accounting and payroll processing
- Demonstrate effective communication skills, written, verbal and listening
- Interact positively with district employees, administrators and outside officials and agencies
- Self-motivated and directed; ability to meet deadlines
- Strong organizational skills and detail oriented
- Excellent math skills with attention to detail and accuracy
- Demonstrate a high degree of discretion/confidentiality
- Demonstrate an interest in growing professionally and learning about various facets related to school business and operations
- Knowledge of local, state & federal guidelines concerning payroll and retirement benefits
- Excellent computer and technology skills particularly in the use of databases and spreadsheets
  - Microsoft Excel (required)
  - Ability to import/export data; create queries, forms and reports
- Effective analytical and problem solving skills
- Ability to work in a fast paced, high energy environment
- Ability to identify and correct errors in a variety of mathematical computations and financial documents

#### **PREFERRED QUALIFICATIONS:**

- Experienced user of Smart financial systems
- Experience working with multiple contracts and labor agreements in payroll processing
- Experience using Red Rover Time Entry System
- Basic knowledge and experience working with Benefits, Workers Compensation, unemployment, etc.
- Michigan School Business Officials (MSBO) certification
- Experience in an educational environment

## **TYPICAL DUTIES & RESPONSIBILITIES:**

The responsibilities reflected below are subject to change to meet the emerging needs of the Business Office.

1. Facilitate the accurate and timely operation of the District payroll system
2. Serve as a proactive problem solver and design solutions to accommodate periodic adjustments
3. Assist and cross-train designated staff to use the payroll system
4. Maintain a professional and collaborative work relationship with colleagues and those people encountered while fulfilling the duties of the position
5. Collaborate with Human Resources, process all contracts, contract changes and adjustments
6. Implement safe guards to ensure security and proper accounting practices
7. Review and verify all submitted payroll information
8. Process all deductions from employees' pay for donations, child support garnishments; record all authorizations for deductions
9. Answer employee inquiries relating to their earnings, deductions, and taxes
10. Keep the Controller apprised of changes in payroll data procedures and any problems that interfere with the efficient processing of payroll
11. Complete Federal, State and local reports on a monthly, quarterly and annual basis
12. Maintain and report hours and wages for all employees to the Michigan Public School Employees Retirement System (MPSERS)
13. Record proper Workers Compensation payment records as needed
14. Prepare final salary affidavits for retiring employees
15. Develop/maintain various databases as requested by buildings and administration
16. Prepare annual W-2's for employees
17. Verify, upload and balance Red Rover payroll file
18. Attend periodic trainings through Wayne RESA or other agencies
19. Communicate on payroll issues, as needed with district-wide personnel, RESA and the State
20. Create specialized reports
21. Analyze and extrapolate data as needed
22. Assist the Controller and Human Resources with other miscellaneous records and data support items as needed
23. Maintain security and confidentiality at all times
24. Reflect the core values of Northville Public Schools
25. Demonstrate the ability to accept and apply feedback
26. Demonstrate the ability to think critically and work in teams as well as independently
27. Demonstrate regular and predictable in-person attendance
28. Perform other duties as assigned

## **METHOD OF APPLICATION:**

**Interested applicants** should submit a letter of intent, resume, credentials, letters of reference, etc. via the online link on the District website under "Jobs.":

<https://www.applitrack.com/resa/OnlineApp/default.aspx?choosedistrict=true&applitrackclient=37119>

Brian Sumner  
Director of Human Resources  
405 West Main Street  
Northville, Michigan 48167

**APPLICATION DEADLINE:   Until Filled**

**NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT**

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, pregnancy status, disability, military status, genetic information, or any other legally protected category, be subjected to discrimination during any program or activity or in employment.

*We are an equal opportunity employer.*