

Utica Community School District

Payroll Associate (EXCL-Payroll Associate-2026-2027)

JOB POSTING

Job Details

Posting ID

EXCL-Payroll Associate-2026-2027

Title

Payroll Associate

Description

Description:

The Payroll Associate is responsible for the accurate and timely processing of payroll for district employees in accordance with applicable federal and state laws, collective bargaining agreements, and district policies. This position supports the financial integrity of the district by maintaining payroll records, ensuring compliance, and providing responsive service to employees regarding payroll-related matters. This is a 52-week position.

Qualifications

- Associate's degree in accounting, business administration, or related field preferred; equivalent experience considered
- Minimum of 3-5 years of payroll experience, preferably in a school district environment
- MSBO School Payroll Specialist Certification preferred
- Knowledge of payroll laws and regulations, including FLSA, IRS, 403(b) and 457 tax sheltered programs and related payroll principles and practices
- Experience with payroll systems and financial software (e.g., MISD AS400 or Kronos)
- Proficiency in Microsoft Excel and other office applications
- Strong attention to detail, accuracy, and organizational skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Effective communication and customer service skills
- Ability to meet strict deadlines required

Responsibilities

- Process semi-monthly payroll for all district employees, including regular wages, overtime, and supplemental pay
- Administer employee direct deposit setup and changes, ensuring accuracy and timely processing
- Process and maintain employee federal and state tax withholding elections, including Form W-4 updates
- Administer wage garnishments, levies, and child support orders in compliance with applicable laws and court orders
- Maintain accurate payroll records, including earnings, deductions, and leave balances
- Ensure compliance with federal, state, and local payroll regulations, including tax withholdings and reporting
- Review and verify time sheets, contracts, and payroll adjustments for accuracy and completeness
- Coordinate payroll-related functions with Human Resources, including new hires, terminations, and benefit changes
- Respond to employee inquiries regarding pay, deductions, and leave balances in a timely and professional manner
- Assist with audits by providing payroll documentation and reports as requested
- Maintain confidentiality of payroll and personnel information
- Perform other duties as assigned by the Business Office administration

Applicants must apply online at . Please scan and upload applicable letters of introduction, resume, transcripts, credentials, letters of recommendation, and certificates to your online application. Any questions may be directed via phone at 586.797.1130.

NONDISCRIMINATION It is the policy of the Utica Community Schools that no person on the basis of race, color, religion, nation origin or ancestry, age, sex, marital status or handicap shall be

discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination by this educational agency.

Benefits: For detailed information regarding benefits, please reference the UCS transparency site at: <https://www.uticak12.org/Page/875> Salary based on qualifications and experience.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$50,486.00 to \$68,948.00
<i>Salary Code</i>	Per Year	<i>Position Type</i>	Exclusion
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Classified
<i>Job Specific Questionnaire</i>	--		
<i>Location</i>	Administrative Services Center	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	High School Diploma/GED		

SchoolSpring

<i>Job Categories</i>	Support Staff: Accounting/Bookkeeping
<i>Job Type</i>	Not provided
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Associate
<i>Experience Preferred</i>	3
<i>Work Eligibility</i>	Citizenship, residency or work visa required
<i>Employment Start Date</i>	Start Immediately

Job Application Timeframes

<i>Internal Start Date</i>	05/05/2026	<i>General Start Date</i>	05/05/2026
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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