



PLYMOUTH-CANTON

COMMUNITY SCHOOLS

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PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: **PAYROLL COORDINATOR**
Board Office – Finance Department

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance, Business or related field, or 5+ years of equivalent work experience in payroll
2. Supervisory experience required
3. Must maintain confidentiality around employee pay, status, and other sensitive data
4. Strong analytical and problem solving skills, basic accounting principles knowledge, data analysis, and multi-tasking skills, including proficiency in excel and computerized software systems
5. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
6. Interpersonal and judgmental skills necessary to work effectively with staff and the public
7. Good organizational and time management skills
8. Ability to communicate effectively verbally and in writing
9. Ability to analyze work and provide solutions to issues that arise
10. Must be willing to flex schedule during periods of high volume to meet deadlines
 - a. Must be willing to plan vacation and personal days around the payroll calendar
 - b. Must be willing to work on snow days or closed days if they fall during key payroll processing days
11. Works well under deadlines
12. Must be detailed oriented
13. Ability to take initiative and work independently of others
14. Knowledge of general office procedures
15. Good attendance record in prior position

DUTIES AND RESPONSIBILITIES:

1. Supervise payroll staff in processing payroll from an automated timekeeping system
 - a. Audit and error-check data before finalizing submission
 - b. Research errors and omissions
 - c. Process voids and re-issues, when necessary
2. Reconciliation of payroll liability accounts
3. Assist in the administration of the District's 403B plans
4. Creates, maintains, and submits legal, federal and state required payroll tax forms and reports to insure District compliance with regulations, including prepare and file quarterly form 941's and annual W-2's
5. Act as the District liaison with the Office of Retirement Services for reporting of employee hours, wages and retirement options
6. Establish and maintain the annual payroll processing calendar

7. Understand and stay current on bargaining unit contract requirements in order to properly oversee and evaluate the accuracy of pay-related submissions (there are currently ten different units with unique requirements)
8. Calculate, manage, and process adjustments and pay rate changes, including proration, when necessary
 - a. Employee status adjustments (part-time to full-time, mid-year hire, etc.)
 - b. Leave-of-absence adjustments, including compliance with Family and Medical Leave Act (FMLA)
 - c. Adjustments for changes in educational degrees
9. Calculate or review longevity payments; maintain an organized tracking system for each bargaining unit to manage when these payments are payable
10. Calculate or review recurring contract stipend payments; maintain an organized tracking system for each bargaining unit to manage when these payments are payable
11. Calculate and process vacation payoffs for terminating or retiring employees, in compliance with contract terms
12. Calculate retirement allowance for retiring employees, based on contract language
13. Timely completion of all final payroll detail reports for all retiring employees
14. Manage various attendance banks and calculate prorated adjustments, when necessary
15. Monitor emergency sick banks, extension time, borrowed time, catastrophic banks, and PCEA bank
16. Administer court orders relating to bankruptcy, child support, student loan repayments, and vendor garnishment deductions; respond to related inquiries
17. Prepare employee verification reports, as requested by outside agencies (mortgage companies, etc.)
18. Training of timekeepers throughout the District regarding payroll process and software system
19. Follow-up with timekeepers regarding unusual items or to resolve errors
20. Provide reports and information to administration to assist with budget development and management, as well as compilation of information for negotiations, when requested
21. Additional responsibilities
 - a. Understand requirements of the Michigan Public Schools Employee Retirement System
 - b. Understand various pay codes ("HEDs") and when they are appropriate (critical to proper data collection for future analysis purposes)
 - c. Understand accounting and budget codes to evaluate the accuracy of account numbers
 - d. Respond to employee questions or concerns in the area of payroll and withholdings, with a focus on customer service
 - e. Prepare analysis of accounts
 - f. Prepare audit schedules and respond to auditor inquiries, when necessary
 - g. Generate journal entries, as necessary
 - h. Work with leadership team to identify and modify system procedures to improve productivity
 - i. Facilitate implementation of new procedures and new software systems, when necessary
 - j. Bending, lifting, and overhead work required
 - k. Perform other duties, as directed

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

REPORTS TO: Director of Finance and Accounting

RATE OF PAY: The starting salary range for this position is \$46,650 - \$71,365, depending on experience and qualifications.

TERMS OF EMPLOYMENT: 52-week Non-Affiliated position

BEGINNING DATE: ASAP after posting deadline and interviews

METHOD OF APPLICATION: Two Step Process

Step 1 - Complete the on-line application at https://hr.applicantcentral.com/pccs/Job_List.aspx

Please complete the Personal Information, Work Experience and Education sections of the online application. Upload the following documents in the File Upload section:

- **Resume**
- **Cover Letter (attach in resume section).**
Address cover letter to Debbie Piesz, CFOO
- **Diversity and Inclusion Statement (attach in resume section). This statement should include your understanding and knowledge of diversity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.**
- **Two Letters of recommendation**
- **Copies of Official Transcripts of all degrees earned**

Please note that documents attached to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2 - Apply for the position

From the main page of the your online application in the 'Available Jobs' section, find the job code for the position you are interested in and click 'APPLY' on the left-hand side of the page. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check.

DEADLINE FOR APPLICATION:

Beginning March 15, 2022, 4:00 p.m. until filled

Jamie Senkbeil
Employment Specialist
Plymouth-Canton Community Schools
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Plymouth, MI 48170
734-416-4836

Job Code #31-147