



SHELBY PUBLIC SCHOOLS
VACANCY NOTICE
Internal/External

Posting Date: February 19, 2024

Position: Human Resources Coordinator Payroll/Benefits

Qualifications:

- Associate's degree in Accounting, Business or related field; Bachelor's preferred.
- Strong communication, public relations and interpersonal skills while maintaining confidentiality
- Excellent organizational, data entry, and time-management skills
- Ability to collect and analyze information accurately
- Three to five years of successful business office experience preferred

Responsibilities:


- Perform daily payroll related operations including collecting, calculating, and entering data into the payroll system
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Ensures accurate preparation of various biweekly, monthly, quarterly and annual reports and filed timely.
- Responsible for the calculations of the liability's distribution payment and payroll deductions.
- Processes all contracts, contract changes, and adjustments as approved by the Superintendent.
- Assist with monthly, quarterly, or year-end calculations of special pays and other salary-based compensation.
- Answers questions related to garnishments and levies received.
- Reconcile payroll prior to transmission and validate confirmed reports
- Ensure new employee information is recorded including enrollment in benefits and deduction programs
- Assure that instruction and other staff members are properly certified.
- Responsible for reference, unprofessional conduct, and criminal background checks for all staff
- Provide support to employees in compensation and benefit related matters
- Maintain personnel and payroll files
- Assist with information related to COBRA and employment termination.
- Other duties assigned by the Superintendent

Compensation: Based on experience: Salary Range:\$45,000-\$55,000 plus health, retirement, and other benefits

Submit a Letter of Application to:

Hiedi Michael
Shelby Public Schools
525 N. State Street
Shelby, MI 49455
Or email to: hresources@shelby.k12.mi.us

Deadline for Applying: March 5th, 2024 or Until Filled

Approved By:  **Date:** February 19, 2024
Mark Olmstead, Superintendent

NOTICE: It is the policy of the Shelby Public School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent; 525 N. State Street; Shelby, MI 49455; 231-861-5211