RESPONSIBLE TO: Payroll Manager

TERMS OF EMPLOYMENT:
1. USW Union
2. Rate of pay: $18.72 per hour.
3. One (1) Full-time Position, 12 month, 40 hours per week, Monday through Friday.
4. Start date is upon expiration of the posting deadline and in accordance with Article XIII, Section C, 2 of the USW contract.

GENERAL SUMMARY OF POSITION: Under the direction of the Payroll Manager, the Payroll Technician is responsible for preparing and processing payroll data, updating and maintaining the attendance tracking system, maintaining confidential payroll related files and additional tasks as related and necessary. These responsibilities are inclusive of the Saginaw ISD and the local school districts that contract Saginaw ISD payroll services.

ESSENTIAL JOB RESPONSIBILITIES:
Payroll
1. Responsible for processing payroll for Saginaw ISD employees plus local education agencies that contract Saginaw ISD for payroll services.
2. Reviews and audits time sheets and payroll records to ensure accuracy and balances to appropriate reports. Must be compliant with District policies, appropriate labor agreements, and related federal and state laws.
3. Assist in the preparation of Excel spreadsheet(s) to reconcile gross wages for the Saginaw ISD and the local school districts.
4. Inputs timesheet data into the finance (Skyward) payroll system for Saginaw ISD employees and the local school districts that contract SISD payroll services.
5. Assists in the preparation of paychecks and all duties entailed in the distribution of the paychecks.
6. Processes remittances to appropriate agencies for funds withheld from paychecks including payroll and benefit taxes.
7. Helps maintain ledgers on all payroll deductions and any other relevant payroll information.
8. Maintains a variety of files and records related to the payroll system that are confidential in nature. (W-4’s, 403(b) agreements, garnishment letters, etc.).
9. Prepares information to pay all payroll liabilities for Accounts Payable.
10. Maintains garnishments’ compliance on employees.
11. Prepares and/or extracts from the payroll system (Skyward) various reports and information as necessary for meeting internal and external requirements.
12. Verify that forms are entered and processed correctly into the payroll system (Skyward).

Attendance Tracking
1. Properly and accurately, records all leave records (allocation and absences) in a timely manner according to established guidelines and labor agreements.
2. Reviews status reports to ensure the accuracy of the data.
3. Processes statistical reports as directed and requested, such as those used for Personnel studies and for all union groups.
4. Maintains the collective sick bank per the collective bargaining agreements for all districts where applicable.

Other Responsibilities
1. Works with the auditors on payroll accounts.
2. Maintains confidentiality.
3. Enters employee information and payroll deduction data into the finance (Skyward) payroll system.
4. Other duties and tasks as may be assigned by the Superintendent and/or the Payroll Supervisor.
5. Serves as backup for finance and business operations as necessary and required.
MINIMAL QUALIFICATIONS
2. Minimum of two (2) years of payroll experience required. Experience in payroll processing in an educational organization preferred.
3. Must be able to demonstrate complex problem-solving skills and abilities.
4. Knowledge and demonstrated work experience in the use of MS Office software programs, i.e., word processing report development and processing. Must be highly proficient in the use of spreadsheet and database programs such as Excel and Access.
5. Demonstrated ability and use of Internet communication/e-mail systems.
6. Ability to analyze situations or information, to make appropriate decisions based on data, and to follow tasks to a successful completion.
7. Ability to react to change productively and to work well with diverse groups and individuals.
8. Must be able to prioritize, organize, and manage a daily work schedule to work within and meet mandated timelines.
9. Must have excellent communication skills, both written and oral and be able to understand and follow directions, both oral and written.
10. Must demonstrate in both attitude and actions excellent customer service.
11. Must be willing to receive additional training as determined necessary by the Department and the District and to learn all new department procedures and operations.
12. Must effectively work within an established framework of supervision.
13. All applicants who are conditionally considered for employment will be required to submit to a drug test.

APPLICATION PROCEDURE: Applicants must complete and submit an online Saginaw Intermediate School District application. In addition to the online application, a cover letter and resume may be uploaded. An application may be obtained online by going to:
1. SISD website at: www.sisd.cc and clicking on “Employment”.
2. Click on “APPLY” under the Frontline Education section.
3. Click on “Start an application for employment”.
4. Inside the Saginaw Area Consortium-Employment Application box, under the "Activities for you" either click on "Start" or "Login".

Frontline Job ID: 2530

Application Deadline: Opened until filled.

*Applicants desiring disability accommodations should contact the Human Resources Department*
"An Equal Opportunity/Affirmative Action MFH Employer"

NOTICE OF NONDISCRIMINATION

Saginaw Intermediate School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
Saginaw Intermediate School District
3933 Barnard Road
Saginaw, MI 48603
Telephone: (989) 399-7473

For further information on notice of nondiscrimination, see the following website: http://1.usa.gov/1Jssk6D or call 1-800-421-3481.