POSITION:        PAYROLL SPECIALIST
POSITION REPORTS TO:        Financial Controller
LOCATION:        O’Dell Nails Administration Building
                  47200 Woodward Ave, Pontiac, MI 48342
COMPENSATION
(NOT REPRESENTED BY UNION):        $50,283 - $62,798 annually
LENGTH OF CONTRACT:        12-Months
DATE OF POSTING:        July 14, 2020 until filled

POSITION DESCRIPTION:
Processes bi-weekly payroll and associated reconciliations, updates, and tax forms. Assists the business department with accounts payable, accounts receivable, and payroll functions as requested.

QUALIFICATIONS:
• Bachelor’s degree with coursework in Accounting or Human Resources preferred or other equivalent combination of education and experience which comparable knowledge and abilities can be acquired.
• A minimum of 4 years of experience in payroll processing preferred
• MSBO Payroll certification preferred
• Proficiency in Microsoft Excel

KNOWLEDGE, SKILLS, ABILITIES, RESPONSIBILITIES:
• Organizational skills
• Interpersonal/communication skills
• Ability to manage deadlines
• Ability to multi-task
• Ability to work with distractions

MAJOR POSITION DUTIES AND RESPONSIBILITIES:
1. Processes bi-weekly payroll for employees and/or supplemental payrolls as necessary.
2. Manages employee payroll and necessary employee status change information.
3. Manages and processes all payroll liabilities to federal, state, and local taxes, garnishments and withholdings.
4. Reconciles Office of Retirement Services records to payroll deduction reports.
5. Updates tables in payroll software each year that define work days, pay rates, standard hours, pay periods, check dates and contracts.
6. Reviews and updates employee tax and retirement records with prevailing tax codes and legislative mandates.
8. Ensures accuracy and submission of quarterly reports, such as the Employer’s Quarterly Federal Tax Form “941” for reporting federal income tax/FICA tax withholdings.
9. Demonstrates to the auditors the District’s system operations to show internal controls and compliance.
10. Trains employees on attendance policy, timesheet reporting, and Employee Self Service (ESS) software.
11. Answers and payroll related questions for employees and assists co-workers with any payroll related questions.
12. Annually prepares and reconciles accurate W2’s on a timely basis.
13. Maintains payroll files/records in accordance with record retention schedules and government regulations.
14. Prepares various bi-weekly, monthly, quarterly and annual financial reports as assigned.

DEPARTMENTAL DUTIES AND RESPONSIBILITIES:

1. Accounts Payables – To support the goal of the department to have all staff cross-trained in departmental duties, this position will be required to be training and support various accounts payable functions as required, taking into consideration the proper segregation of duties required for strong internal controls.
2. Accounts Receivables - To support the goal of the department to have all staff cross-trained in departmental duties, this position will be required to be training and support various accounts receivable functions as required, taking into consideration the proper segregation of duties required for strong internal controls.
3. Purchasing - To support the goal of the department to have all staff cross-trained in departmental duties, this position will be required to be training and support various purchasing functions as required, taking into consideration the proper segregation of duties required for strong internal controls.
4. Performs other duties as assigned.

PHYSICAL ACTIVITIES/REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

INTERESTED CANDIDATES SHOULD APPLY:
https://ats4.searchsoft.net/ats/job_board_form?op=view&JOB_ID=4600205793&REPRESENTATIVE_COMPANY_ID=JA000576&COMPANY_ID=JA000529

Equal Opportunity Employment:
The City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations. An Equal Opportunity/Affirmative Action Employer. It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.

Fair Labor Standards Act: Non-Exempt
Approved By: Y’londa Kellum, Assistant Superintendent of Human Resources
Approved Date: 07/14/2020