NOTICE OF VACANCY

Warren Woods Public Schools
Human Resources Department

posting date: July 29, 2020
reports to: Deputy Superintendent

deadline: Until Filled
location: Administrative Service Center

position: Payroll Supervisor

salary/benefits: $46,400 – $51,180 annual salary - Subsequent annual increases, benefits package and vacation days will be based on the non-affiliated administrative schedule as approved by the Board of Education

application process for external applicants: For full consideration of your candidacy please complete the entire online application on the Warren Woods Public Schools Human Resources website at www.mywwps.org by the deadline.

Essential Duties and Responsibilities:

- Collects reviews and organizes payroll time sheets; enters time into payroll system, and processes assigned payroll on a timely basis; researches and corrects errors
- Interprets union contracts as they relate to payroll to ensure appropriate and accurate salaries are paid
- Posts payroll records to budget accounts; maintains and reconciles accounts
- Maintains the confidentiality of records, reports, data and information regarding school staff
- Creates, maintains, and submits legal, state and federal required payroll and tax forms and reports to insure school compliance with regulations
- Works in conjunction with Human Resources department on matters relating to employee benefits, insurances, fringe benefits, workers’ compensation, unemployment compensation and retirement benefits
- Acts as the District liaison with the Office of Retirement Services for reporting of employee hours, wages and retirement options
- Assist in administering district 403B program
- Annually prepares and reconciles accurate W-2’s on a timely basis
- Maintain District database for Affordable Care Act (ACA) tracking and reporting.
- Maintains payroll manual and electronic documents, files and records
- Establish annual payroll processing calendar
- Completes payroll statistical data as required, including uploading reports to various websites.
- Timely completion of all final payroll detail reports for all retiring employees.
- Prepares state and federal reports relating to worker’s compensation claims and audit.
- Prepares schedules and gathers information for annual year-end audit
- Maintains and disposes of records per State of Michigan approved retention schedules
- Reconciles bank statements as assigned
- Performs other duties as assigned

Education and/or Experience:

- Bachelor’s Degree (B.A.) in Accounting, Finance, Business Administration or related field preferred
- Two to Five years of related experience in processing payroll records and experience with spreadsheets, word processing, email or an equivalent combination of education and experience
- Michigan School Business Officials School Payroll Certification or willingness to obtain
- Knowledge of fund accounting principles preferred
- Must be able to work well independently and in teams
- Strong analytical and problem-solving skills required

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WORKING CONDITIONS:

Language Skills – Ability to read, analyze, and interpret documents. Ability to write, correspondence. Ability to effectively present information and respond to questions from administrators, staff, parents and students.

Mathematical and Reasoning Skills – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Payroll Supervisor works within an office setting and move about as needed. The job typically requires minimal physical exertion; individuals in this position may be on their feet throughout the workday. The person in this position needs to occasionally move about inside the office and building. In addition, the person may need to occasionally push or lift equipment or boxes. The employee may need to travel to other buildings occasionally. The employee will need specific vision abilities to perform office work. The employee may be required to meet multiple demands from several people and interact with the public and other staff.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed primarily indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.