



May 13, 2024

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VACANCY ANNOUNCEMENT Payroll Specialist, 12 Month Central Office

Applications are being accepted for **Payroll Specialist, 12 Month – Forty Hours Per Week.**

RESPONSIBLE TO: Director of Human Resources & Payroll

JOB DESCRIPTION:

To ensure accurate and timely payment of district staff based on the appropriate negotiated agreements. Manage, prepare and process hourly payroll. Investigate and resolve payroll discrepancies. Maintain payroll and attendance records.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED), and a minimum of one-year related payroll experience and/or training (Associate's degree or higher preferred)
- Strong computer skills, Excel, Word, and Google Suite; Business Plus, Kronos and AESOP experience preferred
- Ability to write routine reports and correspondence
- Ability to apply common sense understanding to carry out instructions given in written or oral form
- Well-developed skills in problem solving and the ability to apply mathematical calculations
- Accuracy and excellent organizational skills are essential
- Ability to establish/maintain effective working relationships with staff and school community
- Ability to speak clearly and concisely both in oral and written communication
- Ability to pass a variety of skills assessments relative to the position

ESSENTIAL FUNCTIONS:

- Manage, prepare and process payroll forms to ensure contract compliance
- Manage and maintain time and attendance system (Kronos)
- Prepare and respond to outside verification of income requests (mortgage and loan applications)
- Perform and receive confidential volunteer background checks
- Research and enter new account number into payroll system
- Process hourly new hires, change notices and terminations in payroll database
- Monitor probationary hourly staff
- Investigate and resolve payroll discrepancies
- Ensure compliance with contract language for hourly leave and vacation usage
- Prepare timesheets for payroll entry to ensure contract compliance
- Review Kronos/AESOP time entry for accuracy and contract compliance during bi-weekly payroll processing
- Review attendance report during bi-weekly payroll processing
- Initiate yearly step increases for hourly employees
- Develop training materials and provide district support for time and attendance system
- Calculate severance and vacation payouts for hourly employees based on negotiated agreements
- Calculate and add vacation and leave days for hourly employees based on negotiated agreements
- Track perfect attendance for contractual incentives
- Prepare hourly vacation payouts at end of school year
- Prepare and scan personnel files and payroll records into long-term electronic storage (CEO)
- Reconcile leave and vacation days upon termination for hourly employees
- Serve as the back-up for payroll in the absence of the Payroll Coordinator
- Create reports from the Business Plus payroll system
- Miscellaneous duties as assigned

COMPENSATION/BENEFITS:

\$58,000 - \$72,000 depending on relevant experience Excellent benefits, including vacation and paid leave time.

STARTING DATE: June 2024

METHOD OF APPLICATION: All applicants, who want to be considered for this position, must submit an application at: <https://www.applitrack.com/oaklandschools/onlineapp/>

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.