

Date: June 26, 2018

To: All HAA & HEA Bargaining Unit Members and External Candidates

Position: Payroll Supervisor

Location: Business Office

Duration: 52 weeks (12 months)

Qualifications:

- Bachelor's degree preferred
- Minimum of five years of increasingly responsible administrative support experience in payroll/benefits, preferably in a public school district setting.

Responsibilities: See attached job description

Wage: Salary calculated in accordance with a base pay indexed calculation as other positions in the HAA Agreement at a percentage of 0.65.

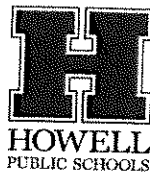
Deadline: July 13, 2018

Available: Immediately

Apply to: All applicants must apply through the HPS online application system:
https://ats4.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00002595

John
6/26/18

Howell Public Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Howell Public Schools, call (517) 568-6241 or visit www.howellschools.com. Applications that are not submitted in the manner stated above shall not be considered.



**HOWELL PUBLIC SCHOOLS
POSITION DESCRIPTION**

Position Title: Payroll Supervisor
Reports To: Director of Finance
Status: Full-Time, Non-Exempt, Union (HAA)
Date of Description: June 26, 2018 *John 6/26/18*

SUMMARY:

The Payroll Supervisor is responsible for all aspects of our payroll system and numerous benefit programs. He/She must be knowledgeable in the area of employee contracts regarding wages and fringe benefits, must implement standard payroll practices and procedures, administer all fringe benefit programs and keep abreast of federal, state and retirement laws regarding the above and implement those laws accordingly.

ESSENTIAL FUNCTIONS: Other duties as assigned

Payroll/Benefits:

1. Responsible for administering and supervising all payroll related activities.
 - a. Administer payroll for all school district personnel in accordance with negotiated contracts or established Board of Education policies and schedules.
 - b. Pay and reconcile federal and state withholding deposits.
 - c. Reconcile, prepare and provide W-2 forms to employees.
 - d. Reconcile and provide employee wage and tax deductions to State Treasury Department.
 - e. Reconcile reports to Social Security Administration including 941 and annual quarterly report.
 - f. Administer reports and issue monies to Michigan Public Schools Employees Retirement System.
 - g. Administer employee optional deductions which include but are not limited to monies to designated credit unions, TSA companies, HEA accounts, flexible spending, etc.
 - h. Maintain all pertinent reports necessary to pay employees including authorizations for any amounts paid or deducted.
 - i. Responsible for all calculations of teacher and administrative contracts.
 - j. Administer all hourly retroactive payments.
 - k. Responsible for implementing all garnishments on individual employees.
 - l. Obtain and implement updated tax laws.
2. Responsible for administering and supervising fringe benefits related activities
 - a. Administer individual benefit entitlements for all school district personnel in accordance with negotiated contracts or established Board of Education policies and schedules.
 - b. Administer benefit information regarding specific programs.
 - c. Monitor employee eligibility.
 - d. Maintain contracts between Howell Public Schools and various benefit providers.
 - e. Provide oversight for the processing of bills from insurance carriers including monitoring and resolving fringe benefit billing discrepancies.
 - f. Responsible for employment orientation as it relates to payroll/fringe benefits/retirement both verbal and written. Determine individual employee benefit costs and notifying employees in written form. Administer the Michigan Public Schools Employee Retirement Tax Deferred Plan (TDP), prepare Final Salary Affidavits on new retirees.
 - g. Administer district cafeteria 125 plan documents including yearly notifications to eligible employees.
 - h. Notify employees of COBRA rights including processing applications and payment to insurance carriers of monthly premiums received from eligible employees.
 - i. Notify employees of FMLA and implementation of those rights when eligible.
 - j. Worker's compensation reports and values.
3. Other

- a. Supervision of payroll/benefits staff.
- b. Work with employees to explain and review discrepancies noted in payroll and benefit information.
- c. Responsible for becoming familiar with new computer programs, operations and capabilities, relating to payroll and fringe benefits.
- d. Responsible for payroll and fringe benefits procedures within the district.
- e. Coordination with Human Resources department on workers' compensation, FMLA, new employee orientation, etc.
- f. Prepare various payroll/benefit audit schedules.
- g. Assist in the development of contract negotiation worksheets.
- h. Review payroll schedule and is proactive in approach to scheduling given holidays and changes in work schedule.
- i. Maintain a flexible work schedule to meet demands during peak periods for payroll and fringe benefit deadlines.
- j. Regular, predictable attendance.
- k. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

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.

SUPERVISORY RESPONSIBILITIES:

Supervision of payroll/benefits staff.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred.
- Minimum of five years of increasingly responsible administrative support experience in payroll/benefits, preferably in a public school district setting.

LANGUAGE SKILLS:

- Ability to read and comprehend instructions and correspondence.
- Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions and policy procedure manuals.
- Ability to read, comprehend and interpret technical manuals and financial reports.
- Ability to write reports, business correspondence, procedure manuals and articles for publication.
- Ability to respond to common inquiries or complaints from parents, staff, vendors or the general public.
- Ability to effectively present information to students, parents, staff and administrators.

MATHEMATICAL SKILLS:

- Ability to perform math using whole numbers, common fractions and decimals consistent with the duties of this position.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations and where only limited standardization exists.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

QUALIFICATIONS/SKILLS:

- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions.
- Ability to analyze and interpret technical procedures and/or government regulations.
- Ability to apply concepts of basic algebra to calculate figures and amounts such as discounts, proportions and percentage.
- Ability to operate a personal computer and related software including word processing, spreadsheet and database programs. (e.g. MS Word, Excel PowerPoint, Google Docs, etc.).

- Ability to create documents that are well organized and display information that is logical and graphically appealing.
- Proficient in Schools-Open - HRS.
- Accounting skills and analytical ability to evaluate information. Ability to perform reconciliations.
- Ability to operate Google Docs, including Google email.
- Self motivated and willing to learn.
- Ability to learn software and web-based programs as needed.
- Ability to seek and retrieve information from the internet and other sources.
- Ability to perform duties with awareness of all District Requirements and Board policies.
- Excellent interpersonal skills with ability to communicate effectively, speaking clearly and communicating thoughts succinctly.
- Excellent grammatical, spelling and punctuation skills.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism with minimal supervision.
- Proficient in problem solving skills.
- Excellent computer and keyboarding skills.
- Accurate and detail oriented.
- Ability to portray a professional demeanor in appearance and behavior.
- Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community.

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. While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment. The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described herein 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 moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

TERMS

Salary and other employment conditions are to be established by the Board of Education in accordance with the Howell Public Schools/Howell Administrative Association 2016-2019 collective bargaining agreement. The starting salary for this position is in the \$50,000 range. This position is permanent and has a 12 month work year.

APPLICATION PROCEDURE

All applicants must apply through the HPS online application system:

https://ats4.searchsoft.net/ats/job_board_frame?COMPANY_ID=00002595&APPL

DEADLINE

The deadline to apply for this posting is Friday, July 13, 2018.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training

for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The Howell Public School District retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

This position description is not a contract for employment.

The Howell Public School District is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.