



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!

POSITION: Payroll Manager (AD7)

LOCATION: Administration Building

**QUALIFICATIONS/
RESPONSIBILITIES:** See Attachment

RATE OF PAY: Salary range: \$57,473.00 - \$66,620.00

BEGINNING DATE: As Soon as Feasible

**DEADLINE FOR
APPLICATION:** Until Filled

APPLICATION: **Send letter of interest and resume to:**

Ben Kirby, Assistant Superintendent Administrative Services
kirbyb@slcs.us
South Lyon Community Schools
345 S. Warren
South Lyon, MI 48178
Ph. (248) 573-8140
Fx. (248) 437-8928

DATE OF POSTING: **March 1, 2018**

South Lyon Community Schools
Job Description
Payroll Manager

Qualifications:

- Bachelor's Degree in Accounting, Business, Human Resources or a related field or equivalent
- Prior experience in the supervision and direction of employees
- Experience with State/Federal guidelines and regulations
- Experience in budgeting, benefits, and payroll
- Evidence of excellence in verbal and written communications
- Ability to establish and maintain effective working relationships with staff and the school community
- Evidence of organizational skills and the ability to manage numerous on-going responsibilities simultaneously
- Strong analytical skills and attention to detail and accuracy
- Highly proficient in the use of standard Microsoft products (Excel, Word, Access) as BiTech Financial software

Reports To: Assistant Superintendent for Administrative Services and Controller

Responsibilities:

- Responsible for supporting the overall direction, coordination, timelines and evaluation of payroll
- Responsible for compliance with all district requirements, Board of Education policies and Federal and State of Michigan laws regarding payroll
- Assists the Controller in analyzing problems and develops solutions to improve daily operations that are fiscally responsible and conform to applicable laws and regulations
- Supervises and evaluates the Payroll Bookkeeper and Benefits/Payroll Bookkeeper

Responsible for overseeing all payroll processes, including but not limited to,

- Supervise all aspects of district payroll operations to ensure accuracy and timeliness of processing.
- Develop, maintain and enforce payroll procedures for the payroll department and other departments that pertain to payroll.
- Ultimate responsibility to follow through with the payroll processing based on check-off list and procedures
- Work with St. Clair RESA and payroll bookkeeper on all retro payments which could include midyear changes or reassignments and other corrections
- Responsible to oversee payroll bookkeeper in updating of new year protected payroll spreadsheet masters for district departments
- Reviews and processes for approval all coaching and extra-curricular contracts and reviews district master spreadsheet
- Responsible for approving batch documentation prior to final payroll processing
- Verify final balancing of payroll including hours, contributions and deductions
- Process payments for payroll deductions (ORS, FICA, Medicare, Federal and State taxes)
- Responsible for overseeing the accuracy and timely reporting of electronic ORS reports
- Maintain controls and assures proper completion & resolution of all payroll related to Federal, State & Local forms and reports

- Reconciles payroll related liability accounts
- Balance and verify W2 information, including reporting totals to all entities
- Monitor the employee FICA deduction limits
- Consults with counsel on payroll related litigations
- Prepare for the workers compensation audit
- Responsible to maintain record retention for payroll transactions
- Responsible for school year set-up for payroll in payroll software
- Responsible for calendar year set- up for payroll in payroll software
- Assist with preparation of salary and benefits for annual budget
- OMNI contact for 403b limits and deduction changes

Responsible for overseeing processes regarding ORS, including but not limited to,

- Oversee reconciliation of ORS statements and payments
- Accuracy and timely reporting of electronic ORS reports

Responsible for overseeing payroll employee leave requests

Responsible for overseeing Bitech issues and upgrades for payroll

Makes payroll presentations as necessary

Other Perform other duties as assigned by the Controller