



Michael J. Hill, Superintendent  
Carol Greilick, Assistant Superintendent for Special Education  
Jason Jeffrey, Ed.D., Assistant Superintendent for General & Career and Technical Education  
Stephanie Murray, Assistant Superintendent for Ancillary Services

Traverse Bay Area Intermediate School District  
1101 Red Drive, Traverse City, MI 49684  
231-922-6200 FAX: 231-922-6270  
www.tbaisd.org

October 18, 2017

TITLE: Payroll Clerk  
LOCATION: TBAISD Administration Building  
EFFECTIVE DATE: November, 2017

**QUALIFICATIONS:**

- Minimum associates degree with emphasis in accounting
- Demonstrated understanding and experience with computer data entry equipment and software programs applicable to expedite a payroll operation.
- Ability to work long periods of time on preparation of detailed, analytical information
- Ability to work independently.
- Ability to handle confidential information and knowledge of the privacy act.
- Interpersonal skills to deal effectively with the public, staff, peers, students, parents and area school personnel.
- Two years' current experience in processing payroll.
- Must develop a strong understanding of, and remain informed of Local, State and Federal codes, regulations and guidelines that pertain to the operation of payroll and the public school employee's retirement system.
- Demonstrated ability to meet deadlines, as well as to organize, prepare and produce reports, budgets, and other business related documents as requested by District Administrators, Board of Education and related agencies.
- Fund accounting knowledge/experience.
- Maintain regular and reliable attendance and punctuality.

**RESPONSIBILITIES:**

1. Supervises the collection, calculation and entering of payroll related data for multiple districts.
2. Maintains payroll records by reviewing and entering changes in exemptions, voluntary and involuntary deductions. Maintains direct deposit data.
3. Verifies accuracy of employee's biweekly pay.
4. Attendance entry.
5. Prepares state and federal tax and retirement reports.
6. Assists LEA business managers in payroll related duties such as:
  - a. Payroll, taxes, retirement and other deductions
  - b. Direct deposits
  - c. Audit preparation
  - d. Maintenance of payroll related information
  - e. ORS reporting and current requirements
  - f. Remain current on rules and regulations relating to tax deferred accounts available to employees

7. Promotes adherence with federal, state and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
8. Maintains employee confidence by answering questions and protects payroll operations by keeping information confidential.
9. Maintains professional and technical knowledge.
10. Contributes to team effort by accomplishing related results as needed.
11. Performs other related office duties as assigned.

Anyone interested in this position should apply on-line at [www.tbaisd.org](http://www.tbaisd.org) under employment opportunities. Applicants applying on-line can include as an attachment their cover letter, resume and transcripts. Posting deadline – until filled.

C: Bulletin Boards at:

TBA Administration Building (2)	Michigan Works!	Record Eagle	MSBO
TBA Career-Tech Center	New Campus	Oak Park	
Life Skills Center	Admin East	Traverse Heights	

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, national origin, creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.