



Hamtramck Public Schools

Human
Resources
Department

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

June 6, 2024

Position Vacancy – 2024/2025 School Year

Payroll and Benefits Coordinator **Hamtramck Public Schools**

Qualifications and responsibilities for this position may be found on the attached sheet.

All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://hamtramckschools.com>

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of Student Services, (same address) 313-892-2037. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, (same address and phone number).

James Larson-Shidler
Interim Superintendent of Schools

/bnk (attachment)

Hamtramck Public Schools

Payroll and Benefits Coordinator (page 2)

REPORTS TO: Finance Manager

JOB GOALS:

To assure the smooth, efficient and accurate operation of regular payroll and special district payroll operations and all fringe benefits of employees.

QUALIFICATIONS:

- High School Diploma or its equivalent.
- Experience with computerized payroll software. SMART software experience preferred.
- Knowledge and practical experience with Microsoft Word and Excel programs.
- Skill with general office machines (e.g. 10-key calculator, variety of computers).
- Bookkeeping skills experience and knowledge beyond basic bookkeeping.
- Good health, ATTENDANCE, and high moral character.
- Must be accurate, efficient, and capable of handling detailed work assignment.
- Ability to get along and communicate with staff, administrators, public and others.
- Must maintain confidentiality at all times.
- Ability to work independently, in accordance with established policies and regulations.

ESSENTIAL FUNCTIONS:

- Maintain district payroll files.
- Responsible for payroll systems coordination for the whole district (buildings and central office).
- Process regular and special payroll runs.
- Responsible for proper coding, account distribution, and taxes.
- Work with the Personnel Office in processing all contracts, contract changes, and adjustments as approved by Board of Education.
- Responsible for all payroll reports, state taxes, federal taxes, unemployment and retirement.
- Responsible for the distribution of monies to annuity companies, health insurance, retirement, union dues, and any other payroll deductions.
- Responsible for Michigan Public School Employees Retirement System (MPERS) bi-weekly
- Report submissions, audits, and Final Payroll Details for Pension Calculations.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist the Finance Manager in preparation of budgets and audits.
- Perform emergency bookkeeping duties in the absence of the bookkeeper.
- Conducts other duties related to the payroll, as assigned by the Finance Manager.

TERMS OF EMPLOYMENT:

- 12 months per year
- Eight (8) hours per day
- Salary: \$65,000-\$85,000 annually

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Payroll and Benefits Coordinator (page 3)

BEGINNING DATE:

- As soon as possible
- Overlap with Current Payroll and Benefits Coordinator until 12/31/24

EVALUATION:

- Annually, by the Finance Manager