River Rouge School District

Human Resources Department

**1460 W. Coolidge Highway**

**River Rouge, MI 48218**

**(313) 297-9600 Ext. 1608**

**Attention: A. Berry-Brown, Human Resources Director**

JOB POSTING:

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| **POSITION:** | **Payroll and Benefits Specialist** |
| **QUALIFICATIONS:** | * Bachelor’s degree preferred in Accounting, Finance, Business or related field, or 5+ years of equivalent work experience in payroll
* Must maintain confidentiality around employee pay, status, and other sensitive data
* Strong analytical and problem-solving skills, basic accounting principles knowledge, data analysis, and multi-tasking skills, including proficiency in excel and computerized software systems
* Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
* Interpersonal and judgmental skills necessary to work effectively with staff and the public
* Good organizational and time management skills
* Ability to communicate effectively verbally and in writing
* Ability to analyze work and provide solutions to issues that arise
* Must be willing to flex schedule during periods of high volume to meet deadlines
* Must be willing to plan vacation and personal days around the payroll calendar
* Must be willing to work on snow days or closed days if they fall during key payroll processing days
* Works well under deadlines
* Must be detailed oriented
* Ability to take initiative and work independently of others
* Knowledge of general office procedures
* Good attendance record in prior position
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| **DUTIES:** | * Understand and stay current on bargaining unit contract requirements in order to properly oversee and evaluate the accuracy of pay-related submissions (there are currently ten different units with unique requirements)
* Calculate, manage, and process adjustments and pay rate changes, including proration, when necessary
* Employee status adjustments (part-time to full-time, mid-year hire, etc.)
* Leave-of-absence adjustments, including compliance with Family and Medical Leave Act (FMLA)
* Adjustments for changes in educational degrees
* Calculate or review payments; maintain an organized tracking system for each bargaining unit to manage when these payments are payable
* Calculate or review recurring contract stipend payments; maintain an organized tracking system for each bargaining unit to manage when these payments are payable
* Calculate and process vacation payoffs for terminating or retiring employees, in compliance with contract terms
* Calculate retirement allowance for retiring employees, based on contract language
* Timely completion of all final payroll detail reports for all retiring employees
* Manage various attendance banks and calculate prorated adjustments, when necessary
* Administer court orders relating to bankruptcy, child support, student loan repayments, and vendor garnishment deductions; respond to related inquiries
* Prepare employee verification reports, as requested by outside agencies (mortgage companies, etc.)
* Training of timekeepers throughout the District regarding payroll process and software system
* Follow-up with timekeepers regarding unusual items or to resolve errors
* Provide reports and information to administration to assist with budget development and management, as well as compilation of information for negotiations, when requested
* Provide reports to outside agencies such as ORS/IRS
* Additional responsibilities
* a. Understand requirements of the Michigan Public Schools Employee Retirement System
* b. Understand various pay codes and when they are appropriate (critical to proper data collection for future analysis purposes)
* c. Understand accounting and budget codes to evaluate the accuracy of account numbers
* d. Respond to employee questions or concerns in the area of payroll and withholdings, with a focus on customer service
* e. Prepare analysis of accounts
* f. Prepare audit schedules and respond to auditor inquiries, when necessary
* g. Generate journal entries, as necessary
* h. Work with leadership team to identify and modify system procedures to improve productivity
* i. Facilitate implementation of new procedures and new software systems, when necessary
* j. Bending, lifting, and overhead work required
* k. Perform other duties, as directed
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| **RESPONSIBLE TO:** | Director of Business Services |
| **WORK SCHEDULE:** | M-F, 52 week  |
| **SALARY:** | Commensurate with Experience & Qualifications, Comprehensive Salary and Benefit Package $55,000-$65,000 |
| **METHOD OF APPLICATION:** | Submit qualifications and a brief letter of interest to: Human Resources Office or at Frontline Applitrack Website. |
| **DEADLINE FOR APPLICATION:** | ASAP |

**Derrick Coleman**

**Superintendent of Schools**

**S/D of the City of River Rouge does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subjects to the limits of applicable law), age, genetic information or disability in its program, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Superintendent of Schools at 313-297-9600, ext 1630, 1460 W. Coolidge Hwy., River Rouge, MI 48218.**