



PLYMOUTH-CANTON

COMMUNITY SCHOOLS

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PLEASE GIVE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: Associate Director of Finance and Accounting
LOCATION: Board Office (E.J. McClendon Center)
SALARY: 2023-2024 Non-Affiliated Administrator Schedule Grade 11
REPORTS TO: Director of Finance & Accounting

COMPETENCIES:

- A. Associates degree with training in Accounting or related subjects required. Bachelor's degree in Accounting or Finance or Business Administration preferred
- B. A minimum of 3 years of payroll processing experience
- C. Ability to maintain confidentiality around employee compensation, status, and other sensitive data
- D. Strong analytical and problem-solving skills, strong accounting principles knowledge, data analysis, and multi-tasking skills, including strong proficiency in Excel and computerized software systems
- E. Strong analytical and mathematical aptitude
- F. Skilled in computerized accounting systems, preferably the SMART finance software system
- G. Excellent organizational skills, attention to detail and follow through to resolve outstanding issues
- H. Works well under deadlines
- I. Ability to communicate effectively both verbally and in writing
- J. Must be willing to flex schedule during periods of high volume to meet deadlines

RESPONSIBILITIES:

Responsible for the accurate and complete bimonthly payroll processing in compliance with FLSA, IRS, ORS, federal, state, and city statutes and taxation requirements, and Board Policy, for all active employees:

1. Supervise payroll staff consisting of a payroll coordinator and two payroll specialists
2. Supervise payroll processing within a system of strong internal controls
 - a. Audit and error-check data before finalizing submission
 - b. Research errors and omissions
 - c. Ensure accuracy of pay and compliance with union contracts and District policies and processes
3. Process voids and re-issues, when necessary
4. Calculate contracts for administrative staff including new contracts, prorated contracts and blended contracts and LOA (leave of absence) prorated contracts
5. Upload District's 403b/457b payroll data to Retirement Manager, create ACH wire and submit semi-monthly 403b payments
6. Reconcile payroll liability accounts
7. Prepare and submit federal and state required payroll tax forms including quarterly 941s and annual W-2's
8. Act as the District liaison with the Office of Retirement Services and Wayne RESA for approval of reporting and reconciliations
9. Review and submit DB, DC, MIP, TDP semi-monthly and UAAL monthly payments to the Office of Retirement Services
10. Review and approve final payroll detail reports for all retiring employees timely
11. Establish and maintain the annual payroll processing calendar
12. Understand and stay current on bargaining unit contract requirements in order to properly oversee and evaluate the accuracy of pay related submissions (currently 10 different bargaining units)
13. Verify and process pay information for the start of each new fiscal year
14. Monitor payroll security levels in the SMART system
15. Follow-up with timekeepers regarding unusual items or to resolve errors

16. Understand accounting and budget codes to evaluate the accuracy of account numbers
17. Manage financial component of Federal, State and Local Grants (except special education and PA18) as assigned
18. Assist with grant financial management: prepare budgets, answer cost-related questions associated with grants, and review for grant compliance
 - a. Review, process and approve all state and local grant-funded journal entries and fund transfers throughout the District
 - b. Complete monthly grant reconciliations to support request of funding for grants
 - c. Process grant reimbursements including cash drawdowns from respective grantors, foundations, MDE, Wayne RESA, or other entities
 - d. Complete and submit Final Expenditure Reports where applicable
19. Prepare grant budgets; process journal entries; answer cost-related questions; review expenditures for grant compliance; prepare monthly reconciliations to submit, track, and record reimbursement requests; complete related reporting including Final Expenditure Reports where required
20. Review and approve grant related purchase orders
21. Provide additional supports in the areas of payroll, PA-18 programs and funding, and the Finance Department
22. Prepare Market Baskets (a detailed method of capturing employee wage and benefit analysis, by individual and by group affiliation) to assist with budget amendments, budget packets and negotiations through the reconciliation of human resources (HR) reports to payroll reports and ultimately to the general ledger and budget reports
23. Prepare analyses of accounts, budgets, audit schedules or journal entries, as necessary
24. Assist administrators as needed to compile data for reports and presentations
25. Prepare payroll-related year-end entries, accruals and reports
26. Support annual audit as requested, including payroll- and grant-related schedules and reports
27. Supervise two Payroll Specialists, Payroll Coordinator, and all payroll operations.
28. Pursue and co-lead Data Ease migration with HR colleague; represent the District and attend meetings
29. Other duties as assigned by the Director of Finance and Accounting

EVALUATION: Performance of this position will be evaluated annually.

BEGINNING DATE: ASAP

REPORTS TO: Director of Finance and Accounting

SALARY RANGE: \$92,457 to \$121,023
52 Weeks, 260 days

METHOD OF APPLICATION:

INTERNAL APPLICANTS – Apply [online](#) using the Internal Applicants section. You will be required to upload the following documents to your application:

- Letter of interest
- Updated resume
- **Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.**

EXTERNAL APPLICANTS – Apply [online](#) using the External Applicants section. You will be required to upload the following documents to your application:

- Cover Letter - Address letter to Abdul Madyun, Chief Human Resource Officer
- Resume
- **Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.**
- Two current letters of recommendation
- Copies of official transcripts for all degrees earned

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. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 10 lbs such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT:

Plymouth-Canton Community School district is committed to a diverse and inclusive workplace. Plymouth-Canton Community School district is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age or any other legally protected status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE FOR APPLICATION: Open until filled