



# PLYMOUTH-CANTON COMMUNITY SCHOOLS

GLOBALY FOCUSED. LOCALLY CONNECTED.

**PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY**

**POSITION: Payroll Coordinator**

**LOCATION: Board Office (E.J McClendon Center)**

**SALARY: Non-Affiliated Administrators Schedule, Grade 5**

**REPORTS TO: Associate Director of Payroll & Grants**

**MINIMUM QUALIFICATIONS:**

1. Associates degree with training in Accounting or related subjects, three (3) years of successful work experience in payroll and/or bookkeeping, or a combination of education and experience.
2. Strong technology skills, including experience and proficiency in Microsoft Excel and Word.
3. Strong analytical and mathematical aptitude
4. Skilled in computerized accounting systems, preferably the SMART finance/payroll system.
5. Demonstrated excellent organizational and communication skills, attention to detail and follow through to resolve outstanding issues.
6. Strong customer service skills; ethical, inclusive and equitable practices and behaviors
7. Knowledge of the State of Michigan Accounting Manual (Bulletin 1022) preferred.
8. Possess or be eligible for MSBO certification: School Payroll Specialist (SPS) preferred, or other school business certification.
9. Prioritizes and coordinates work schedules during periods of high volume to meet deadlines.

**POSITION RESPONSIBILITIES:**

The Payroll Coordinator supports payroll functions by maintaining a strong system of related internal control for payroll special payments and adjustments, administering deferred compensation plans, workers compensation wages, payroll reconciliations and special projects.

1. Calculate contracts for administrative staff including new contracts, prorated contracts and blended contracts and LOA (leave of absence) prorated contracts.
2. Review calculations and processing prepared by Accounting Specialists–Payroll staff for:
  - a. pay rate changes,
  - b. employee status changes (e.g., part-time to full-time, midyear hire)

- c. adjustments for leaves of absence, educational degrees,
  - d. payments for longevity, vacation payoffs, and retirement allowances
3. Assist Accounting Specialists–Payroll staff with the following tasks:
    - a. Manage various attendance banks and calculate prorated adjustments, when necessary
    - b. Monitor emergency sick banks, extension time, borrowed time, catastrophic banks and PCEA bank
    - c. Administer court orders relating to bankruptcy, child support, student loan repayments and vendor garnishment deductions; respond to related inquiries
    - d. Prepare employee verification reports, as requested by outside agencies (e.g., mortgage companies, etc.)
  4. Administer the District’s 403(b) and 457(b) plans, including but not limited to: process Board paid tax sheltered annuities (TSAs) annually; process Special Pay Plan payment for salary and hourly units; calculate, process and monitor deductions and limitations; provide employee notification of plan eligibility for IRS plan compliance; provide safe harbor notices to staff; create Severance of Employment/RMC for employees withdrawing/transferring funds, review and determine eligibility or withdrawals, exchanges, rollovers and loans; import and process deductions; and coordinate P-CCS Annual Retirement Seminar.
  5. Process Office of Retirement Services (“ORS”) Flips for election changes and DC file changes for every pay. Prepare semi-monthly ORS reconciliation to wages each pay. Calculate final payroll detail reports for all retiring employees for timely review and approval.
  6. Create requisition and process check request for retirement allowances and voluntary retirement compensation
  7. Assist employees with MPSERS questions including but not limited to assisting them with access to their MiAccount and assisting with questions relating to their defined benefits and/or defined contributions
  8. Process, calculate, and/or prepare Workers Compensation wages, payroll journal entries and reports, including but not limited to:
    - a. Calculate and prepare Wage Statement for Workers Compensation Insurance carrier.
    - b. Process and calculate employee workers comp wages (make whole, per bargaining agreements)
    - c. Prepare journal entries and process Workers Compensation checks.
    - d. Prepare and calculate wages for all employees per location as required by the Workers Comp Carrier (Concentration of Risk & Employees per location) for the Annual Insurance Renewal.
  9. Training of timekeepers throughout the District regarding payroll process and software system
  10. Verify human resources and payroll use same function codes in both HR and Finance systems, until the transition to one combined system
  11. Verify attendance in payroll entry data reconciles with district’s absence management system data
  12. Respond to employee payroll and withholding inquiries, with a focus on customer service
  13. Create payroll reports to update the Transparency Page

14. Assists with year-end accounting procedures including year-end accruals and preparation of annual audit.
15. Assists Associate Director of Payroll and Grants, as requested.
16. Other duties as assigned not specifically contained therein.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Certified Personnel.

**BEGINNING DATE:** As soon as possible.

**SALARY:** The salary range for this position is \$47,824 - \$73,431  
Salary will be determined on the basis of qualifications and experience. This is 52-week Non-Affiliated position. Salary will be prorated to start date.

**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.**
- Copy of official transcripts for all degrees earned (if applicable)

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 50 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.

**TERMS OF EMPLOYMENT:**

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**

Applications will be reviewed daily, beginning May 8, 2024.  
Position is vacant.