

DEPARTMENT OF HUMAN RESOURCES



Maysam Alie-Bazzi, Executive Director

Robert J. Seeterlin, Director
Ruth A. Bankhead, Director

BULLETIN # 21 (2018-19)

DATE: September 20, 2018

TO: All Staff Members

SUBJECT: Director of Payroll & Benefits
 Available position due to resignation

TITLE OF POSITION: Director of Payroll & Benefits

DIRECTLY

RESPONSIBLE TO: Executive Director of Business Services

SALARY AND FRINGE

BENEFITS: \$70,877- \$98,749 plus competitive benefit package.

LENGTH OF WORK YEAR: 12 Months

EFFECTIVE DATE: As soon as filled

FILING DEADLINE: Until position is filled

METHOD OF APPLICATION: Applicants should apply online at [Applicant Tracking](#) (must check the specific position). (**Job# 11987**)

**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITIONS**

TITLE: Director of Payroll and Benefits

JOB SUMMARY: Responsible for the timely, accurate processing of payroll, benefits and affiliated compliance areas.

- QUALIFICATIONS:
1. BA Degree required. Emphasis in Accounting; Finance; Business Administration, or equivalent.
 2. A minimum of 3 to 5 years of Payroll and/or Accounting experience, processing a large volume of transactions in a multiple union setting.
 3. Must have good attendance and be willing and able to plan vacation and personal business to accommodate the payroll and benefit schedule.
 4. Must be self-directed, organized and able to meet strict deadlines with accuracy.
 5. Experience and aptitude in use of computerized systems (Cyborg, TSO, TimeEntry, Kronos, SMART), spreadsheets (Microsoft Excel) and word processing (Microsoft Word) or equivalent.
 7. Has, or expected to complete, MSBO School Payroll Specialist Certification or higher certification.
 8. Certified Payroll Professional (CPP) and/or Fundamental Payroll Certification (FPC) preferred

REPORTS TO: Executive Director of Business Services and Operations

PERFORMANCE
OVERSIGHT AND
RESPONSIBILITIES:

- * 1. Responsible for the auditing & processing of timesheets and other payment requests to ensure that district employees are paid accurately and timely.
- * 2. Work closely with district departments that provide information and/or are involved in the payroll process such as Human Resources and Business Services.

- * 3. Work closely with individuals who provide hours worked and attendance data such as school/departmental secretaries, food service managers, childcare managers and building engineers, assisting them in the process of reporting entitlements in compliance with union agreement and pronouncements from Human Resources. Train timekeepers/secretaries in time entry. Update payroll manual for timekeepers. Present at annual secretary meeting. Audit payrolls at each building yearly to ensure compliance.
- * 4. Administer court orders relating to bankruptcy, child support, student loan repayments and vendor garnishments.
- * 5. Prepare data, print and distribute timecards to all locations. Process payroll output including the stuffing and distribution of checks and direct deposit vouchers.
- * 6. Research errors and omissions and issue manual checks and process void checks as needed with the approval of the Executive Director of Business Services. Use web banking system daily to monitor Positive Pay and as needed to place check inquiries and stop payments.
- * 7. Transmit positive pay, friend of the court and other file transmissions to appropriate agencies/institutions.
- * 8. Pre-balance entire payroll for FICA/Federal wages and also balance YTD totals for entire payroll as they relate to FICA/Federal wages. Maintain balancing spreadsheet.
- * 9. Follow through on sick lists, flow sheets and authorizations issued by Human Resources by adding to, subtracting from or otherwise adjusting leave banks and/or wages for longevity, promotions, retirements, etc. Adjust leave banks to account for the change in profile hours for transportation employees twice per year.
- * 10. Audit attendance activity and pay rate changes while working with Human Resources and timekeepers to make corrections and adjustments as needed. Use reports to detect over-usage of leave banks.
- * 11. Set up, withhold and remit employee deductions for such items including but not limited to 403(b) and/or 457b deferrals, union dues, savings bonds and other deductions. Upload files to the TPA.
- * 12. Enter income tax deductions, direct deposit information and any related changes into Cyborg, including annual limit changes for 403(b) and 457 plans.
- * 13. Maintain sick leave, vacation and personal business balances. Add time to employees leave banks according to union contracts. Make

adjustments to and monitor emergency sick leave banks. Calculate DFSE & DSOEA vacation payoffs for review with Human Resources and make payments.

- *14. Assist district employees and other stakeholders with payroll related questions, resolving issues and responding in a timely manner.
- *15. Balance payroll liability accounts.
- *16. Calculate and deposit federal and state withholding taxes.
- *17. Attend periodic Cyborg User Meetings at Wayne County RESA.
- *18. Assist in the management of HFCC tuition waivers – maintain log with payroll deductions/calculations and assist employees at Payroll counter with forms.
- *19. Process & distribute W-2's
- *20. Process AP checks for withholding liabilities
- *21. Supply auditors with files and necessary payroll related explanations
- *22. Calculate retro pay for non-instructional personnel
- *23. Review & reconcile provider (Life & LTD) invoices to our Cyborg system of the obligation and prepare documentation for payment. Reconcile the benefit liabilities on a monthly basis and post benefits to the general ledger.
- *24. Make all updates in Cyborg for both employee and benefit provider changes
- *25. Produce attendance reports, etc. on an ad-hoc basis.
- *26. Manage ACA employer compliance
- *27. Oversee and troubleshoot attendance systems and train personnel on use of the attendance system
- *28. Manage the 403b/457 program for the district
- *29. Cross-train with other payroll personnel to learn instructional payroll process
- *30. Manage the FSA employer program
- 31. Assist in employee reassignment through the payroll system

32. Other duties as assigned.

TERMS OF
EMPLOYMENT: 12 Months, Exempt Director Salary Schedule

EVALUATION: Annually

* indicates essential functions of the job