

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: September 17-23, 2009**

**TITLE: Payroll Technician**

**An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.**

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

***Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.***

**QUALIFICATIONS:**

Education: Associate's Degree and three years experience in school payroll or Bachelor's Degree in accounting or related field preferred.

Experience: Advanced training and/or experience in payroll processing and procedures preferred.

Skills: Proficiency in computer operations and accounting. Competency in Excel, Word and other mainframe applications. Excellent communication skills required.

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO: Financial Assistant Accountant**

**TERMS OF EMPLOYMENT: Grade 9, Technical Salary Schedule; 230 Days; 40 Hours/Week; Beginning salary \$642/week.**

**TITLE: Payroll Technician**

**ESSENTIAL FUNCTIONS:**

Assists the Financial Assistant Accountant to safeguard the assets of the school district and to facilitate payroll procedures for the district to enable employees to be paid accurately and promptly.

Maintains reliable data and reports in order to satisfy Board policy, state and federal statutes and Business Office procedures.

Assists with responsibility for accuracy and completeness of all payrolls.

Assists with quarterly payroll tax returns for timely submission.

Assists and prepares monthly or periodic reports as required.

Maintains computer data files on positions for the district to insure correct salary charges.

Liaison to all staff and outside agencies on payroll inquiries.

Prepares MSPERS tax deferred forms.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines)

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Technical Salary Schedule personnel.

TE:01/05/05

HR/LA/dmh/09/09

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.