



**FLUSHING COMMUNITY SCHOOLS**  
Flushing, Michigan  
June 5, 2026  
**VACANCY NOTICE**

The following position is available for the 2025-2026 school year:

**Payroll Specialist**  
Administration Building

**Essential Duties and Responsibilities**

- Process biweekly payroll for all district employees in an accurate and timely manner.
- Maintain employee payroll records, including wages, deductions, benefits, tax withholdings, and direct deposit information.
- Review and verify timesheets, attendance records, leave balances, and payroll adjustments.
- Ensure compliance with federal, state, and local payroll regulations and reporting requirements.
- Prepare and submit required payroll tax filings and reports.
- Reconcile payroll records and resolve discrepancies promptly.
- Process wage garnishments, tax levies, retirement contributions, and other payroll deductions.
- Collaborate with Human Resources regarding employee hires, separations, leaves of absence, and compensation changes.
- Assist with year-end payroll activities, including W-2 preparation and reporting.
- Prepare payroll-related reports for district administration, auditors, and governmental agencies.
- Support annual audits by providing payroll documentation and responding to audit inquiries.
- Maintain confidentiality of employee information and payroll records.
- Provide exceptional customer service to employees regarding payroll inquiries and concerns.
- Perform other duties as assigned by the Director of Finance and Operations.

**Qualifications**

- Associate degree in Accounting, Business Administration, Finance, or related field, or equivalent combination of education and experience.
- Strong knowledge of payroll procedures, payroll tax regulations, and accounting principles.
- Proficiency with payroll software and Microsoft Office applications, particularly Excel.
- Demonstrated attention to detail and accuracy.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong interpersonal and communication skills.
- Good attendance record and strong work ethic.

**Preferred**

- Experience processing payroll in a public school district or governmental entity.
- Experience in Schools Open software.
- Familiarity with Michigan public school payroll procedures.
- Experience with school finance and human resource management systems.
- Certified Payroll Professional (CPP) certification.

**Salary & Benefits**

Competitive benefit package with starting salary range of \$55,000 - \$65,000, commensurate with prior payroll experience.

**Direct Supervisor:** Director of Finance

**INTERNAL APPLICANTS:** Current Flushing Community Schools employees must submit a resume and letter of application to Personnel Specialist Rebecca Fisher: [rebecca.fisher@flushingschools.org](mailto:rebecca.fisher@flushingschools.org)

**EXTERNAL APPLICANTS:** All interested applicants must apply through Applitrak using the link below: <https://www.applitrack.com/gcaps/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=34671>

**APPLICATION DEADLINE:**

**INTERNAL:** Friday, June 12, 2026 @ 4:00 p.m.

**EXTERNAL:** UNTIL FILLED

Flushing Community Schools does not discriminate on the basis of race, color, national origin, sex, including sexual orientation and transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities including employment opportunities. Any inquiries or complaints regarding discrimination or denial of equal access should be addressed to the district compliance officer as it relates to nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended).

Compliance Officer  
Jason Melynchek, Deputy Superintendent  
Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433  
810-591-1186