



Hamtramck Public Schools

*Human
Resources
Department*

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 591-7400

August 27, 2026

PLEASE POST!

Notice of Position Vacancy: 2026-2027

Payroll Coordinator **Hamtramck Public Schools**

ALL APPLICANTS must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at www.hamtramckschools.org or Wayne RESA website at <https://smart.resa.net>

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

Reports to: Finance Manager

Job Summary: The Payroll Coordinator is responsible for the accurate and timely administration of payroll for all district employees. This position performs payroll processing, payroll-related accounting, deduction administration, tax and retirement reporting, MPSERS/ORS reporting and compliance with applicable federal, state and local laws, district policies, and collective bargaining agreements.

The Payroll Coordinator works closely with Human Resources, Finance, building administrators and secretaries, employees, and external agencies to ensure payroll information is accurate, properly documented, and processed according to established deadlines.

Qualifications

- High School Diploma or its equivalent.
- Experience with computerized payroll software. SMART software experience preferred.
- Knowledge and practical experience with Microsoft Word and Excel programs with a focus on automating manual processes.
- Bookkeeping skills/experience and knowledge beyond basic bookkeeping.
- Must be accurate, efficient, and capable of handling detailed work assignment under tight deadlines.
- Ability to get along and communicate with staff, administrators, public and others.
- Must maintain confidentiality at all times.
- Ability to work independently, in accordance with established policies and regulations

Essential Functions:

- Maintain district payroll files in accordance with district retention requirements.
- Responsible for payroll systems coordination for the whole district (buildings and central office) including training when necessary.
- Process regular and special payroll runs.
- Review payroll reports for accuracy and resolve discrepancies prior to payroll finalization.
- Responsible for proper coding, account distribution, and taxes.
- Work with the Human Resources in processing all contractual items impacting payroll as approved by Board of Education.
- Responsible for all payroll reporting, local taxes, state taxes, federal taxes, unemployment and retirement.
- Responsible for the distribution of monies to annuity companies, retirement, garnishments, union dues, and any other payroll deductions and reconcile related general ledger accounts.
- Responsible for Michigan Public School Employees Retirement System (MPSERS) biweekly reporting and reconciling
- Report submissions, internal and external audits, and Final Payroll Details for Pension Calculations.
- Responsible for compiling annual payroll accruals
- Perform payroll reclasses as needed.
- Maintain and document payroll procedures and internal controls.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist the Finance Manager in preparation of budgets and audits.
- Perform emergency bookkeeping duties in the absence of the accountant.
- Conducts other duties related to the payroll, as assigned by the Finance Manager.

TERMS OF EMPLOYMENT:

- 12 months per year
- Eight (8) hours per day; during peak times additional hours will be required
- Salary: \$65,000-\$85,536 annually per the Non-Represented Staff Salary Schedule