

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Payroll Clerk
Business, Communications and Operations Department
KSP, Range 10
\$17.28 - \$22.83/hour depending on experience
(annualized salary)
12-month, Full-Time

Our Mission

Nurture the dreams of all students and empower all students to contribute to a better world.

Performance Responsibilities

1. Answers incoming telephone calls and is the first point of contact for the payroll department.
2. Ability to effectively communicate with district personnel and respond to payroll related questions.
3. Processes bi-weekly payroll for all hourly employees. Verifies timesheets for accuracy, rates, account numbers, hours and authorizes signatures. Resolves discrepancies.
3. Completes pro-rates and makes appropriate salary adjustments for all hourly workers.
4. Issues stop payments, calculates and types manual checks.
5. Processes Absence and Substitute reports and updates all absences obtained for contractual employees via computer entry on a bi-weekly basis. Organize, record, and post payment for all subs.
6. Effectively communicates with district personnel in regards to payroll deductions, taxation, and year-end W-2s.
7. Maintains the accrual system monthly and annually, giving days as outlined in contracts.
8. Ability to utilize and assist with timekeeping software.
9. Posts and balances hours for hourly groups.
10. Seals and coordinates delivery of all bi-weekly paychecks and annual W-2s to employees.
11. Designs and develops forms for Payroll and district wide use.
12. Serves as back up person for processing of wage withholding orders and other payroll staff.
13. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or its equivalent.
2. Two years of successful experience in a payroll office position with specific knowledge of payroll law/taxation.
3. Previous data entry experience with speed and accuracy.
4. Ability to use the computer and 10-key calculator with speed and accuracy.
5. Proficient in the software programs utilized in the department (Excel, MUNIS, Word, Google Suite).
6. Ability to work with confidential and highly sensitive information.
7. Willingness to work during holiday breaks and weekends as needed.
8. Ability to organize and prioritize work to meet weekly, monthly and yearly deadlines.
9. Ability to communicate well and exercise skill in human relations.
10. Must be able to work independently and work under pressure
11. Experience working with a large computer database.
12. Evidence of a desirable work record (low absenteeism, flexibility, good performance).

Desirable Qualifications

1. Associates degree in Accounting or related field.

Please apply online at www.kpsjobs.com

Kalamazoo Public Schools is an Equal Opportunity Employer