



Notice of Vacancy

South Lyon Community Schools

345 S. Warren
South Lyon, MI 48178
248-573-8127

INTERNAL/EXTERNAL POSTING PLEASE POST!

POSITION: (SE24) Payroll Bookkeeper

LOCATION: Administration Building

QUALIFICATIONS: See Attachment

TERMS OF EMPLOYMENT: 8:00 a.m. – 4:30 p.m.
Monday- Friday

RATE OF PAY AND FRINGES: Per MESPA Master Agreement

BEGINNING DATE: As Soon As Possible

DEADLINE FOR APPLICATION: Internal: September 14, 2026
External: Until filled

APPLICATION: Internal Candidates send letter of interest and resume to:
Anthony Abbate, Assistant Superintendent Administrative Services
abbatea@slcs.us

External Applications: accepted via Frontline
<https://www.applitrack.com/oaklandschools/onlineapp/>

DATE OF POSTING: September 4, 2026

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

PAYROLL BOOKKEEPER

The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

QUALIFICATIONS:

1. Preferred Associates degree or equivalent payroll related experience
2. Job-related experience and knowledge of payroll procedures and applications.
3. Extensive computer skills and knowledge of computer applications including standard Microsoft Products, particularly Excel. BiTech software knowledge is a plus. Experience with basic office equipment.
4. Ability to coordinate and process data in a timely and accurate manner. Strong analytical skills and attention to detail.
5. Must possess efficient organizational skills.
6. Must be able to interact with colleagues, personnel and the public in a friendly, courteous manner.
7. Excellent oral and written communication skills.
8. Must be able to keep information confidential.
9. Regular and consistent attendance is an essential function of this position.
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO:

Payroll Manager and Director of Finance

MAIN RESPONSIBILITIES:

1. Perform a majority of Payroll tasks using computer programs, including: BiTech, TCP, Employee Online, Timecard Online, Excel, Google Sheets, and Adobe.
2. Process attendance for employees every pay period recorded in the WillSub system. Maintain updated sick and vacation banks in BiTech. Balance and reconcile banks each pay.
3. Responsible for fiscal year end updates including: hours, pay rates, department/building changes, updating forms, maintaining MEA data, calculating & loading sick/vacation banks, etc.
4. Responsible to verify accuracy and process payroll information from buildings and departments according to individual employment contracts. Will act as the recognized point of contact for the MESPA union contract.
5. Responsible for processing personnel changes, as it relates to payroll. This includes updating all payroll screens in BiTech for employee contributions & deductions, 403b/457, ORS, taxes, SLEF, direct deposit, etc.
6. Process all payroll information by uploading spreadsheets in batch form to BiTech. This includes managing master payroll spreadsheets, and sending them to the appropriate person(s)
7. Prepare any adjustments for payments made to employees after the payroll process is completed.
8. Assist in yearly W-2 printing and distribution. As well as yearly W3 federal and state information at end of calendar year.
9. Helps maintain the ORS reporting web page. This includes: processing pension plan defaults, defined contribution changes, and submitting Final Payroll Details for retirement purposes.
10. Complete Verification of Employment (VOE's), as requested
11. Act as an Employee Online & Timecard Online Administrator

13. Maintain physical & electronic files for all employees and of various reporting agencies relevant to payroll accounting/processing.
14. Interact extensively with Payroll Manager on problems, issues, concerns and irregularities.
15. Continue to keep up to date with all federal and state regulations. Attend conferences and seminars, as needed.
16. Perform other miscellaneous duties as assigned by the Payroll Manager and Director of Finance.

RESPONSIBILITIES MAY ALSO INCLUDE:

1. Verify final balancing of payroll hours, contributions, and deductions. Including updating of spreadsheets to balance and reconcile before final payroll process.
2. Responsible for the final payroll processing including transmitting the direct deposit file, positive pay file, etc.
3. Manage Schedule C assignment agreements & Google Sheets.
4. Responsible for pulling information from BiTech for upload to ORS after payroll is completed. This includes balancing, correcting suspended records, and accepting the report in the ORS system.
5. Mandated reporting for Federal and State.
6. Act as a backup for both the Payroll Manager & Payroll/Benefits Bookkeeper, as needed