



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

June 14, 2022

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT





















HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

PAYROLL COORDINATOR **Central Office – Business Services**

Under general supervision, uses specialized knowledge and skills to calculate and process accurate and timely payroll. Resolves any payroll errors and communicates resolution to affected employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Interprets and processes payroll related information for employees of the school system.
-  Reviews attendance registers for an assigned bank of schools or administrative areas.
-  Verifies time reported and contacts work locations to resolve any questions concerning employee's pay and/or discrepancies.
-  Monitors, tracks and maintains employees' leave of absences and return to work.
-  Calculates reconciliations (earned versus paid) to determine payroll liability.
-  Answers frequent email and telephone requests from employees regarding complex payroll questions.
-  Prepares complex reports by compiling summaries of earnings, leave, deduction and non-taxable wages.
-  Updates payroll records by entering any changes to employee information such as: exemptions, time worked, leave and balance adjustments.
-  Calculates and makes adjustments as necessary for employee salary changes, overtime, loss time and retroactive earnings (occasionally calculations may include Federal, State and Social Security taxes and other voluntary deductions).
-  Independently calculates pay adjustments related to paid versus hours earned, over usage of leave, FMLA and leave payouts.
-  Processes W2 forms.
-  Researches records to supply or support earnings paid and reported.
-  Initiates correspondence pertaining to assigned duties and responsibilities.
-  Evaluates and prioritizes incoming work to ensure accurate and timely processing of information.
-  Utilizes excel to upload data into the payroll system.
-  Remains knowledgeable with industry practices.
-  Assists school personnel in preparing and submitting accurate data for processing.
-  Maintains a high quality of customer service standards in dealing with and responding to inquiries.
-  Evaluates payroll processes and makes suggestions for change to increase efficiency and productivity within the department.
-  Proficient in ERP payroll module functionality.

- Performs other work-related duties as assigned.

SALARY

Grade 10 of the HCEA-ESP Salary Schedule for 12-Month Clerical (\$49,598).

TRAINING AND EXPERIENCE REQUIRED

- High school diploma or GED.
- Five years in a business environment and four years of direct payroll department experience.
- Associate of Arts degree from an accredited college or university in a related field is preferred.
- Microsoft Office Suite (Word and Excel) proficiency is required.
- Excellent verbal and written communication skills; able to work effectively with a wide range of customers of diverse backgrounds and varying technical knowledge.
- Possess excellent organizational skills; able to assess priorities and plan work schedules on a day-to-day basis.
- Utilize a computer and relevant software applications
- Managing time and shifting priorities
- Providing excellent customer service.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to Renee.McGlothlin@hcps.org or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE