



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 2, 2025


















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.

SALARY

- Proficient in ERP payroll module functionality.
- Performs other work-related duties as assigned.
- This is a full-time twelve-month position. Salary range based on 10 of the FY 2024-2025 HCEA-ESP Salary Schedule for Twelve Month Clerical and Transportation Specialist Personnel. Starting Salary: \$52,370– Maximum Earnings Potential \$78,702.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement:
<https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Non-Exempt

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 is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin,

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religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE