



Payroll and Operations Specialist

Salary: \$45,000 - \$55,000 Commensurate with experience

Tour of Duty: 12 Month Position

Location: Detroit, MI

Reports To: Controller

To Apply: Submit a current resume via email to eaajobs@eaafmichigan.org

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

Under the direction of the Controller, the Payroll Operations Specialist is responsible for the preparation, recording and disbursement of all wages, salaries, various payroll transactions, and liabilities. The Payroll and Operations Specialist also oversees all benefits administration and performs the accounting associated with payroll and benefits areas.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Processes semi-monthly payroll for approximately 500 contract employees
- Processes and supervises the posting of appropriate journal entries as required for payroll and benefits
- Records sick time and vacation time
- Implements Board policies and procedures concerning payroll
- Completes payroll statistical data as required
- Develops, implements, and updates payroll procedures as necessary
- Coordinates with external stakeholders to meet the production of payroll input on a scheduled and timely basis
- Consults with other departments, administration, and the public regarding payroll data and procedures



- Plans the operating activities of the payroll function and the formulation of future objectives, particularly those related to data processing implementation
- Assists in the equitable solution of complaints, concerns, and problems in the areas of payroll
- Compiles and examines cost information, prepares reports, and makes recommendations to immediate supervisor

Qualifications

- Bachelor's Degree in Accounting, Business Administration, or related field (*preferred*)
- School accounting experience (*preferred*)
- At least one year of related work experience in electronic payroll data processing or electronic data processing operation
- Experience in working with microcomputer, electronic spreadsheets, and database management programs

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.