

Technical Assistant, Payroll

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Manager of Payroll, the Technical Assistant, Payroll is responsible for performing a variety of highly responsible and complex tasks related to processing employee payroll. The Technical Assistant is responsible for processing large-volume transactions rapidly and accurately completing computations for payroll including leave balance adjustments, sick leave bank reconciliation, manual time sheet entries, salary vouchers, payroll payables, and direct payments; specific assigned tasks may be distributed among several Technical Assistants for efficient processing.

ESSENTIAL POSITION RESPONSIBILITIES

- Enters leave transactions or serves as backup for assigned groups of employees in accordance with applicable negotiated agreements and HCPSS policies. Enters leave as designated to employees on all leave types.
- Reconciles time off events in the system of record and absences in the absence management system to ensure leaves are entered and are accurately used.
- Reconciles and audits payroll input for accuracy prior to payroll processing deadlines.
- Serves as a liaison between the Maryland State Retirement Agency and Payroll Department. Completes and uploads SR714 Maryland State Retirement Adjustment forms. Completes Direct Payment based on approved adjustments that have been invoiced by Maryland State Retirement Agency.
- Completes Direct Payments - biweekly, occasional, and annual. Reconciles Direct Payments to reports and/or files.
- Sends files and reports to third-party vendors. Serves as a liaison between third-party vendors and Payroll Department.
- Processes employee deductions - biweekly, occasional, and annual. Validates deduction updates for accuracy.
- Overrides dues for employees on unpaid leave.
- Provides customer service to all HCPSS employees and external stakeholders via written and oral communications.
- Responds to a high volume of payroll inquiries regarding pay and leave questions and concerns.
- Participates in the onboarding process for new employees by providing information and answering questions about payroll.
- Participates in projects and tasks to update and enhance existing payroll functions and/or procedures.
- Utilizes and applies all applicable negotiated agreements and HCPSS policies to the implementation of payroll procedures.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent.	Five (5) years of experience with payroll, budget, accounting, or human resources.
Associate degree with successful coursework in budget, accounting, or human resources.	Three (3) years of experience with payroll, budget, accounting, or human resources.

PREFERRED QUALIFICATIONS

- Previous work experience in a PreK-12 school setting.
- Proficiency in using Microsoft Word and Excel.
- Fundamental Payroll Certification (FPC).
- One (1) year of experience utilizing Workday or a similar Human Capital Management system.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) unit. The current salary range for this position is Grade 21, \$47,578 - \$94,540. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.