

Logan-Hocking Local School District is seeking applicants for a **USPS Payroll Specialist**. This is a 255 day (7.5 hours/day) exempt salaried position with applicable fringe benefits.

Logan-Hocking Local School District is located in the picturesque, rural Hocking Hills area in Southeastern Ohio. The administrative office is conveniently located on State Route 33, fifty minutes from downtown Columbus and twenty-five minutes from Athens. The District is comprised of five elementary buildings (PreK – 4), one middle school (5-8), and one high school (9-12) with an average ADM of 4000 students. Logan-Hocking is the only school district in Hocking County and the largest employer in the region with 453 regular employees.

Currently the Treasurer's office staff is comprised of a Payroll Specialist, an Accounts Payable Assistant, Accounts Receivable & Purchasing Assistant, and a Budgetary Accounting Assistant.

The mission statement of the Office of the Treasurer is "Promoting an ethical workplace where individuals treat each other with respect, take pride in their work, care about one another, promote accountability, and place the public interest over individual and organizational self-interest."

APPLICATION DEADLINE: Wednesday, April 13, 2016, at 4:00 P.M.

PREFERRED MINIMUM QUALIFICATIONS:

Associate degree preferably with training and experience in accounting or finance;

Knowledge of or experience with state software (Uniform School Payroll System);

Payroll and accounting skills including knowledge of benefits, healthcare, and tax administration;

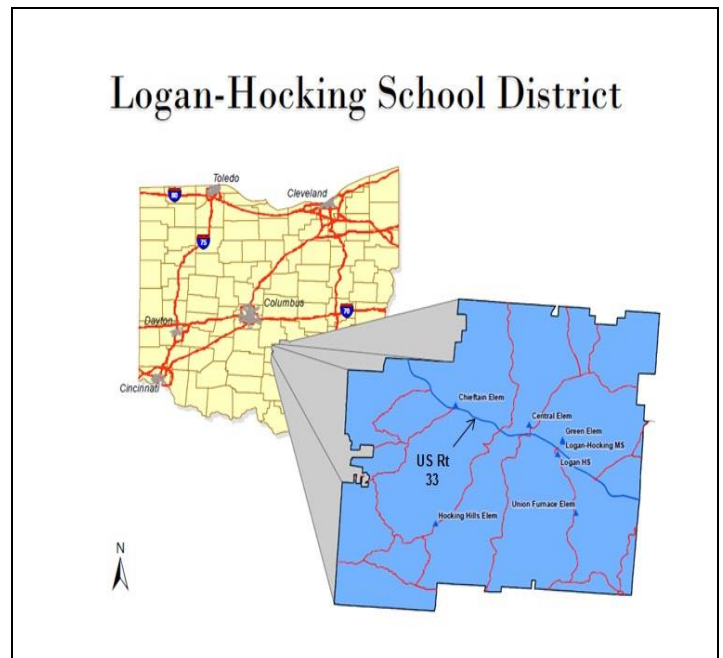
Proficient in Microsoft Excel and Word, (able to provide written evidence of computer literacy ie: certificates or course work)

Self-motivated and self-directed

Detail-oriented with organizational and analytical skills

Ability to collaborate with others and handle confidential matters

Strong interpersonal, verbal, and written communication skills



MAJOR RESPONSIBILITIES:

Process accurate bi-weekly payrolls in accordance with all laws, Board policy, and employee union contracts;

Maintain applicable leave records (sick, vacation, personal, etc.);

Process all applicable payroll reports in a timely manner including W-2's;

Process deductions, fringe benefits, and payroll tax reports;

Develop (as needed) and maintain database records;

Be proficient in office protocol;

Prepare accurate employment contracts for Board approval

TERMS OF EMPLOYMENT:

Salary: Competitive salary with excellent fringe benefits

Anticipated employment date: May 16, 2016

Must be flexible in work schedule due to stringent payroll & reporting deadlines.

APPLICATION PROCEDURE:

Interested candidates wishing to apply should submit:

- a completed application (from: loganhocking.k12.oh.us/employment.php)
- cover letter
- resume - with 3 professional references

to: Paul F. Shaw CPA CGMA RSBFO, Treasurer
Logan-Hocking Local School District
2019 E. Front St.
Logan OH 43138

Or by email to: pshaw@Lhsd.k12.oh.us (Subject: Payroll Position)

Logan-Hocking Local School District is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.

District Website: www.Loganhocking.k12.oh.us