

## **Deer Park Community City Schools**

4131 Matson Avenue  
Cincinnati, OH 45236  
Telephone: 513-891-1881

**Position:** Assistant to the Treasurer – Payroll/Benefits

### **Qualifications:**

- High school diploma required; Associate degree preferred
- Bookkeeping skills and the ability to compute mathematical data accurately
- Detail oriented with strong organizational and analytical skills
- Embodies high ethical standards and demonstrates ability to handle confidential matters appropriately
- Ability to work and communicate effectively with all District stakeholders
- Flexibility in meeting new assignments, multiple time demands, and a variety of unexpected circumstances
- Computer skills, including proficiency in Microsoft Excel, Microsoft Word, and Microsoft Access
- Previous payroll experience preferred
- Experience with Uniform School Payroll System (USPS) and Uniform School Accounting System (USAS) preferred

### **Responsibilities:**

- Calculate and process bi-monthly payroll
- Verify accuracy of time sheets and overtime calculations
- Administer health, dental, life, and vision benefits
- Manage all payroll deductions including: taxes, retirement, direct deposit, insurance and other benefits
- Maintain employee attendance records including: personal, sick, and vacation leave
- Build employment contracts based on Board adopted salary schedules
- Complete all month, quarter, and year end procedures
- Various additional payroll duties and others as assigned by the Treasurer

**Calendar:** 260 days, 8 hours per day

**Salary:** Based on Board adopted salary schedule

**Application Deadline:** April 29, 2016

Persons wishing to be considered for this position should submit a letter of interest and resume to Brittany Marks, Treasurer, at the above address or by email at [marks.b@dpccsd.org](mailto:marks.b@dpccsd.org).

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