**Assistant Treasurer- Payroll/Benefits Specialist**

**Fairfield Union Local School District** is seeking applicants for an **Assistant Treasurer- Payroll/Benefits Specialist**. This is a 261 day (8.0 hour/day) position with applicable fringe benefits.

Fairfield Union Local School District is located in Fairfield County, twelve (12) miles east of Lancaster Ohio. The administrative office is conveniently located on State Route 22, forty-five (45) minutes from downtown Columbus and twelve (12) minutes from Lancaster. The District is comprised of two elementary buildings (K – 4), one middle school (5-8), and one high school (9-12) with an average ADM of 1785 students.

Currently the Treasurer’s office staff is comprised of an Assistant Treasurer-Payroll Specialist, an Assistant Treasurer- Fiscal Specialist and a part time Accounts Payable 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: Friday, May 23, 2016, at 4:00 P.M.

# PREFERRED MINIMUM QUALIFICATIONS:

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

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

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

Computer skills including, but not limited to: Microsoft Excel, Microsoft Word, Outlook, Worxtime, AESOP or similar payroll systems and the operation of common office equipment;

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;

High ethical standards/integrity;

# 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 monthly, quarterly and annual 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; Proficient in office protocol;

Process workers compensation claims and unemployment claims;

Additional duties as assigned by the Treasurer;

# TERMS OF EMPLOYMENT:

Salary: Competitive salary with excellent fringe benefits Anticipated employment date: June 20, 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: http://www.fairfield- union.k12.oh.us/employment\_application\_support.pdf

* cover letter
* resume - with 3 professional references

to: Kevin Miller, Treasurer

 Fairfield Union Local School District

 6417 Cincinnati-Zanesville Road NE

Lancaster Ohio 43130

Or by email to: kevinmiller@fairfieldunion.org (Subject: Payroll Position)

Fairfield Union 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.fairfieldunion.org](http://www.fairfieldunion.org)