

TRI-COUNTY EDUCATIONAL SERVICE CENTER
JOB POSTING

Position: Payroll Officer

Requirements: Knowledge or experience processing payroll

Experience with Uniform School Accounting Software-USPS

Knowledge of employment contracts, payroll tax reporting, benefit enrollment and reporting

Proficient with Microsoft Excel and Word

Ability to maintain accurate and complete records

Work well in collaboration with others

Strong written and verbal communication skills

Maintain confidentiality

Ability to work in a fast paced environment and possess strong organizational skills

Perform other duties as assigned by the Treasurer

Contract: 260 day contract ; 8 hours per day (includes health benefits, paid holidays, vacation and sick leave)

Start Date: To be determined.

Salary: In accordance with specified salary schedule.

Application Procedure: Please send letter of interest and resume to:

Mary A. Workman, Treasurer
Tri-County Educational Service Center
741 Winkler Drive
Wooster, OH 44691
Email: mworkman@wcsc.org
FAX 330-345-7622

Complete online application at www.tricountyesc.org, under the employment tab