

**Riverside Local School District
Job Postings/Vacancies
For the 2017-2018 School Year**

Date: February 8, 2017

Title: **Full-Time Payroll Clerk** – Central Office (12-Month Position)

Qualifications: High School Diploma (preferred Accounting / Finance degree). Demonstrated and proven record of leadership and success in accounting, finance and payroll matters as exemplified by the following areas: preparation of payroll, tax reporting, SERS and STRS experience; demonstrated and proven accounting experience in a school district or similar environment; USAS and USPS experience; preferred knowledge and familiarity with Microsoft Excel and Word.

Responsibilities
and Skills
Required:

Ability to perform the payroll preparation for all staff;
Ability to perform all tax reporting for District payroll (Federal, State, City);
Ability to lead the deductions process for District payroll;
Ability to maintain and document all leaves (sick, personal, vacation);
Ability to coordinate with and direct payroll staff;
Ability to competently complete projects assigned by the Treasurer;
Ability to provide necessary support to the Treasurer with payroll matters.

Reports to: Treasurer

Terms of
Employment: Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Minimum Hourly Rate \$15.99 – Step 0.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mr. Gary Platko (Gary.Platko@riversideschools.net) and Mr. Charles Schlick (Charles.Schlick@riversideschools.net) by 4:00 p.m. March 10, 2017.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

Calvin
7:20 am
2/8/2017

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

Position: PAYROLL CLERK
Responsible to: Treasurer
Evaluated by: Treasurer
Job Goal: To assure the smooth and efficient operation of the Treasurer's Office in all areas of payroll, employee benefits and accounting

Qualifications

1. High School Diploma and a high degree of experience in payroll and accounting procedures in an Ohio public school.
2. Computer knowledge of USAS, USPS, Employee Kiosk, Microsoft Word and Excel.
3. Ability to assert yourself and work independently.
4. Ability to function harmoniously with staff and general public.
5. The quality of trustworthiness with confidential information.
6. Willingness to attend seminars as designated by the Treasurer.
7. Good attendance record at previous employer or in previous position.
8. Ability to learn and/or develop new processes and procedures.
9. Such alternatives to the above qualifications as may be found to be appropriate and acceptable to the Treasurer.

Performance Responsibilities

General Duties:

1. Prepare and maintain payroll records for all staff, certificated, classified, and administrative.
2. Prepare and maintain records for all payroll deductions.
3. Prepare and maintain files for all contracts and salary notices.
4. Assist the Treasurer in all matters concerning payroll, wages, salaries, accounting and the reporting thereof.

Specific Duties:

1. Maintain and verify all Sick Leave, Personal Leave, and Vacation Days.
2. Check and verify all time sheets and pay records.
3. Set up all new employee records - computer input, sick leave records, etc.
4. Process payroll checks and reports.
5. Process all payroll deductions.
6. Process all monthly, quarterly, semi-annual, and annual reports pertaining to payroll, i.e. Federal, State, and City taxes, STRS, SERS, etc.
7. Enroll employees in the District health, dental and life insurance plans, STRS, and SERS.
8. Process any request for verification of employment.
9. Process and verify requests for days worked for all employees.
10. Distribute payroll to budget accounts.
11. Distribute Board paid insurance to proper budget accounts.
12. When an employee resigns or retires, compute severance pay, cancel benefits, and process any necessary paperwork.
13. Complete and maintain all unemployment forms.
14. Complete and maintain all Workers' Compensation forms.
15. Perform other duties as assigned by the Treasurer concerning the payroll and accounting functions.

16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
24. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
25. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Must instill in students the belief in and practice of ethical principles and democratic values.

Terms of Employment

1. Have a contract of 248 days (236 workdays and 12 legal holidays) with scheduled workdays and daily hours established in mutual agreement with the Treasurer.
2. Be evaluated annually in accordance with the negotiated agreement.

Signature_____

Date_____