

Salem City School District

Position: Payroll Clerk
Posting Date: March 20, 2017
Posting Deadline: Until Position is Filled
District: Salem City Schools

JOB DESCRIPTION: The Payroll Clerk will be responsible for processing regular and special district payroll operations.

QUALIFICATIONS: Must possess an Associate's Degree or equivalent and valid driver's license. Experience with computerized generated accounting procedures, skill with general office machines (e.g. computers), and bookkeeping skills. Demonstrate computer proficiency including Microsoft Word, Excel, and Access. Good health, attendance and high moral character. Must be accurate, efficient and capable of handling detailed work assignments. Ability to get along and communicate with staff, administrators, public and others.

RESPONSIBILITIES:

- Maintain all employee records in files and electronically.
- Compute salaries for all staff.
- Prepare contracts and salary notices as needed.
- Process timesheets for payroll.
- Process payroll bi-weekly, including deduction checks and electronic deposits.
- Responsible for School Employee Retirement System (SERS) new and terminated employees forms and monthly reports.
- Responsible for State Teachers Retirement System (STRS) new and terminated employees forms and monthly reports.
- Maintain the AESOP substitute calling system – Leave Records.
- Assist the Auditors and the GAAP consultants.
- Provide information to lending institutions as requested by the employee.
- Maintain annuity and other deduction records.
- Prepare OBES reports.
- Responsible for COBRA notification as required.
- Process payroll forms for new employees, including health insurance.
- Responsible for Petty Cash Fund.
- Responsible for staff EMIS information.
- Reconcile Payroll and Operating bank statements.
- Demonstrates the ability to organize tasks to completion.
- Identifies, analyzes, and solves problems.

- Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the school building.
- Perform other duties as assigned by the Treasurer and Superintendent.

Salary: Commensurate with Experience

Qualified candidates can find an application via the school's website www.salemquakers.org and submit application, resume with applicable licensure to the Treasurer's Office or via email to Robert P. Barrett at barrettrobert@salem.k12.oh.us.

Attn: Robert P. Barrett, Treasurer
Salem City School District
1226 E. State Street
Salem, OH 44460

Phone: 330-332-0316

Fax: 330-332-8936