



COLUMBIA LOCAL SCHOOL DISTRICT

Administration Center
25796 Royalton Road
Columbia Station, OH 44028
(440) 236-5008

"Achieving Excellence Together"

VACANCY NOTICE

ASSISTANT TO THE TREASURER – PAYROLL AND BENEFITS

Position Type: Clerical/Payroll/Secretarial

Reports to: Treasurer

Contract: Full time, 260 day contract

Qualifications: High School Diploma required
Associates Degree or high preferred.
Equivalent work experience in a school setting preferred.

Broad Function:

- Complete the entire payroll process: time sheets, deviation reports, enrollment forms, withholdings, fringe benefits, absence reporting, leave accruals, issuance deductions, distribution of payroll.
- Maintain confidential payroll files.
- Coordinate and assist in enrollment, and provide support to all employees regarding employment fringe benefits: health insurance, life insurance, annuities, etc.
- Assist in gathering and retrieval of data as well as prepare reports for employee negotiations, cost studies and additional duties as assigned by the Treasurer.
- Verify employee salaries/wages as approved by the Board of Education.
- Prepare and file all payroll related reports with the Internal Revenue Services, Ohio Department of Taxation, City Income Tax Departments, Retirement Systems, Annuity Companies, and all other payroll related reports.
- Assist in developing and/or updating current policies, procedures and internal control systems for all payroll and benefits functions perform in the Treasurer's Office.
- Distributes all salary and fringe benefits to the appropriate fund and budgetary accounts.
- Prepare ODJS reports and STRS magnetic tape advance at year-end.
- Prepare monthly billings for health insurance.
- Perform periodic audits of the payroll system to ensure accuracy of the calculation, placement on appropriate salary step, and review of severance payments.
- Coordinate COBRA notification to appropriate employees.
- Provide information and complete reporting regarding unemployment verification forms, separation of employment requests, verification of employment requesting.
- Provide information as required/requested regarding SERS and STRS contributions.
- Makes required adjustments and is responsible for timely completion of W-2 forms and other related reports or documentation to assure annual notification prior to January 30.
- Is responsible for all district Capital Asset inventory processes.
- Performs all assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Performs additional duties as assigned by the Treasurer.

Salary and Benefits: Commensurate with experience and qualifications.
Comprehensive benefits package included.

Procedures for Application: Submit letter of interest/resume via email to:

Patricia Eddy,
Treasurer
Columbia Local School District
Eddyp@columbia.k12.oh.us

Deadline for Application: Monday, August 20, 2018

The Columbia Local School District does not discriminate on the basis of race, color, national origin, ancestry, citizenship status, sex, religion, economic status, sexual orientation, age, disability or on the basis of legally acquired genetic information in employment or the provision of services.