



TO: All Qualified Candidates

FROM: Connie S. Cohn, Treasurer Triad Local Schools

SUBJECT: Payroll & Benefits Administrator Vacancy

DATE: February 5, 2020

Minimum Qualifications:

Strong communication skills

Ability to work cooperatively and collaboratively with district employees and vendors

Work history that demonstrates responsibility, reliability and ability to maintain confidentiality.

Motivation with a desire to grow professionally

Strong attention to detail

Skilled in problem solving

Proficiency with Microsoft Excel and Word.

High School Diploma and ability to pass all district related

Additional Preferred Qualifications:

Experience with USAS and USPS State Software

Experience in a K-12 School District Treasurer's office

Understanding of accounting software applications

Working knowledge in payroll (hourly and salaried) and employee benefits

Employment Term: 250-day contract

Includes: Health benefits, paid holidays, vacation and sick leave

Salary Range: \$30,000 - \$40,000 commensurate with experience

Reports to: Treasurer

Timeline:

Deadline to apply: February 20, 2020

Conduct Interviews: February 21-27, 2020

Tentative Start Date: March 12, 2020

Please go to: www.triadk12.org and choose **EMPLOYMENT** then **CLASSIFIED APPLICATION** or stop in Central office to pick up an application and view the job description.

Submit Application, Letter of Interest and Resume to:

Triad Local Schools

Attn: Treasurer

7920 Brush Lake Rd.

North Lewisburg, OH 43060

or email to cohnc@triadk12.org