

Payroll Specialist – River Valley Local Schools

River Valley Local Schools in Marion County is seeking to fill the position of Assistant to the Treasurer – Payroll Specialist.

OVERVIEW: River Valley Schools is located in Caledonia, at 197 Brocklesby Road. This is a 260 day contract which includes 10 holidays.

QUALIFICATIONS:

- Associate Degree in Accounting or equivalent work experience
- Payroll experience, preferably in a school district
- Computer skills including Microsoft Excel, Microsoft Word
- Experience using USPS state software
- Experience or ability to use K12 Microsoft Dynamics payroll and HR software
- Knowledge of payroll tax reporting, retirement and annuity withholdings and other payroll deductions
- Strong organizational skills and ability to work with confidential information

RESPONSIBILITIES:

- Process semi-monthly payroll using K12 software
- Process all deductions including, but not limited to, federal tax, state tax, city tax, retirements tax-sheltered annuities, health insurances
- File all necessary state and federal reports related to payroll
- Maintain employee leave balances and process leave accruals and usage
- Complete payroll duties including but not limited to contracts, salary notices, other employee notifications
- Maintain spreadsheets of employee payroll information
- Process board paid amounts to vendors as they relate to payroll including health, dental, vision and life insurance
- Other payroll related duties required by the Treasurer of the school district

SALARY: Will be determined by experience level.

APPLICATION DEADLINE: April 10, 2020

POSITION STARTS: May 1, 2002 or soon thereafter

QUESTIONS: Please contact Cathyrn Zimmer, Treasurer, River Valley Local Schools, 740-725-5440