



Employment Application

Openings as of 6/2/2020

Payroll and Benefits Specialist

JobID: 3342

Position Type:

Secretarial/Clerical/Payroll

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Date Posted:

6/1/2020

Location:

Lorain City Schools - Administration Center

Date Available:

TBD

Closing Date:

6/10/20 + open external

Position: Payroll and Benefits Specialist in the Treasurer's Office, located at the LCS Administration Center, 2601 Pole Ave., Lorain, Ohio

Start Date: Start date is to-be-determined

Workdays / Shift / Hours: Monday - Friday; 8:00 a.m. - 4:30 p.m. (w/ 30-minute unpaid lunch); 260 work days per year (work days will be pro-rated for remainder of 2020/21 school year)

Union / Non-Union: Non-union, hourly-paid position; on the *Lorain City Schools Salary and Hourly Rate Grid for Treasurer / Superintendent Office* (Level "Accounting Professional III")

****See the attached Job Description for details.**

How to Apply:

To be considered for this position, qualified, interested candidates should visit the Lorain City Schools website at: www.lorainschools.org/apply, follow the prompts to complete and submit the online application, along with your resume, reference letters, transcripts, references, etc.

Attachment(s):

- [Payroll and Benefits Specialist -- added 7-1-16 salary_grid \(as](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

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