

# MAPLE HEIGHTS CITY SCHOOLS

## Official Notice of Vacancy from the Personnel Department

Posting Date: July 22, 2021

*OPEN FOR THE 2021-2022 SCHOOL YEAR*

**POSITION TITLE:** Administrative Assistant to the Treasurer Payroll

**JOB DETAILS:**

- 260 Day Position
- This person manages the payroll system
- Generate full payroll for all employees every two weeks
- Complete all SERS & STRS reports as required and file payments
- Process employee benefits & garnishments as necessary

**QUALIFICATIONS:**

- Minimum 3 years of experience doing payroll for minimum of 100 employees desired **but not required**.
- Excellent w/ detailed work, numbers, and numerical calculations
- Experienced with time management systems
- Familiar w/ USPSr & USASr State Software redesign or comparable preferred
- Ability to communicate directives clearly and effectively both written and orally
- Ability to use Excel & Safari

**OVERVIEW:**

*Major Responsibilities Include:* Major responsibilities include all areas associated with completing payroll. Assists w/ benefits coordinator on an as needed basis. It is a position that requires patience and determination and able to multi-task. Must be well-organized at all times. Person will work w/ Treasurer's department as well as w/ Human Resource department.

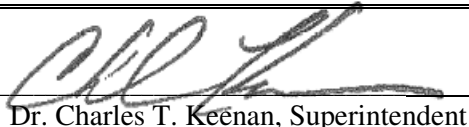
**Those interested in applying must submit an application through Applitrack found on the District's Website:  
[www.mapleschools.com](http://www.mapleschools.com) under Departments/Personnel**

**PLEASE DO NOT SEND HARDCOPIES OF DOCUMENTS**

Please address all electronic correspondence to: Sonya Crues, Director of Personnel; Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, Ohio 44137. Application deadline for the position is: **August 6, 2021.**

THE MAPLE HEIGHTS BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES.

**NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 587-6100.**

  
Dr. Charles T. Keenan, Superintendent