



NORTHWESTERN LOCAL SCHOOL DISTRICT

5610 TROY ROAD
SPRINGFIELD, OHIO 45502

BOARD OF EDUCATION

Karen Elder
Andy Gundolf
Dr. Kevin Macy
Dr. Leigh Taylor
Joe Tedeschi

SUPERINTENDENT

Jesse D. Steiner

TREASURER

Julie Gibson

BOARD OFFICE SECRETARY

Andrea Cox

EMIS COORDINATOR

Pam Clarkson

P (937)964-1318

F (937)964-6019

HR/ACCOUNTING

Jessica Kitchen

FOOD SERVICE

Sue Geis

P (937)964-6018

F (937)964-6019

TRANSPORTATION

Johanna Brents

P (937)964-1672

F (937)964-6021

MAINTENANCE

Chris Howell

P (937)964-6004

F (937)964-8741

Position:

Payroll Director

Responsible to: Treasurer

Job Focus: All duties involved with processing payroll, benefits, and staff EMIS reporting

Qualifications:

1. Accurate, efficient, and capable of handling detailed work
2. Self-motivated and self-directed with the ability to organize, prioritize, problem-solve, and meet deadlines
3. Maintains confidentiality
4. Proficient with Microsoft Office programs
5. Accounting skills/experience, with knowledge of school accounting and software. Associates degree or higher preferred.
6. Maintains excellent attendance record
7. Communicates clearly and effectively, both orally and in writing
8. Interacts in a positive manner with staff, students, community members, and other organizations
9. Promotes good public relations by personal appearance, attitude, conversation, tact, and diplomacy

Key Functions:

1. Process payrolls with contract salaries and time sheet calculations
2. Process and maintain payroll deduction payments and records
3. Process and maintain monthly/quarterly/annual tax reporting
4. Process and maintain monthly retirement reports
5. Process and maintain monthly insurance reports/payments
6. Process benefits for current and new employees
7. Produce staff contracts and salary notices
8. Maintain staff personnel files
9. Maintain staff work calendars
10. Process and maintain staff attendance records
11. Maintain staff EMIS reporting
12. Process employment verifications
13. Process and maintain staff tuition reimbursement records
14. Other duties as assigned by the Treasurer

Terms:

12 month contract (257 days)

Exempt employee

Salary and benefits per Board Policy 4422 (\$38,592 - \$54,801)*

*Additional pay with college degree: 5% Associates, 10% Bachelors,
15% Masters

Applying:

Send resume and letter of interest to gibsonj@nwlschools.org

Applications accepted until August 19, 2021 at 4:00 p.m. Position start date as soon as possible.

NORTHWESTERN LOCAL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER