



Dublin City Schools

Employment Application

Openings as of 7/8/2022

Fiscal Specialist - Benefits

JobID: 3250

Position Type:

Secretarial/Clerical - Classified Positions/Fiscal Specialist

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Date Posted:

7/8/2022

Location:

Central Administration Office

TITLE: Fiscal Specialist - Benefits
JOB STATUS: FLSA Overtime Eligible
REPORTS TO: Treasurer or his/her designee
DEPARTMENT: Treasurer

JOB QUALIFICATIONS:

- An associate degree in accounting/business is preferred, but a high school education with training and experience in essential elements of fiscal operations will be considered.
- At least two years of experience in processing payroll, benefits, accounts payable, and/or accounts receivable using State Department of Education accounting software. Other processing experience using automated accounting software will be considered.
- Ability to master the responsibilities of a specific subcategory of fiscal specialist performance responsibilities with the willingness and aptitude to perform other responsibilities as needed.
- Proficiency in using electronic spreadsheets, word processing, and data base programs on personal computers with speed and accuracy.
- Skilled at operating general office equipment.
- To be self-motivated with an attention to detail, and ability to work with confidential information.
- A customer service attitude with an ability to handle people in difficult situations.
- The ability to work cooperatively with others and to take instruction.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL DUTIES:

PAYROLL AND BENEFITS

- Maintains confidential payroll files on all employees in the district.
- Processes payroll deviation reports and time sheets, and the processing of enrollment forms from employees on all payroll related withholdings, fringe benefits, and making related changes in the computer system on a timely basis.
- Collects and maintains leave forms, official records, and/or appropriate documentation for sick leave, personal leave, vacation leave, and other types of absences and accruals as well as coordinates the timely

processing of all types of absences.

- Computes pay of classified/certified employees and prepares checks and related reports.
- Assists in gathering and retrieval of data as well as preparing reports for employee negotiations, cost studies, and other needs as assigned by the Treasurer or Treasurer's designee.
- Verifies employee salaries / wages as approved by the Board of Education.
- Processes verification of employment forms as requested by/on behalf of employees.
- Prepares and files all payroll related reports with the Internal Revenue Service, State Department of Taxation, City Income Tax Departments, Retirement Systems, annuity companies, and all other payroll related reports.
- Works with administration and other staff to develop and/or update current policies, procedures, and internal control systems for all payroll and benefits functions performed in the Treasurer's Office (including form development and revisions).
- Assists in training district personnel in payroll department policies, procedures, new computerized payroll enhancements for and accurate and efficient district payroll function.
- Prepares payroll distribution and transfers checks from other appropriate bank accounts to the payroll clearing account.
- Distributes all salary and fringe benefits to the appropriate funds and budgetary accounts.
- Prepares ODJFS reports, and the STRS magnetic tape advance at year end.
- Prepares monthly billings for health insurance for employees on leaves of absence.
- Performs periodic audits of the payroll system to ensure accuracy of the calculation, placement on appropriate salary steps, and reviews all severance payoffs.
- Coordinates C.O.B.R.A. notification on employees who no longer are employed by the district.
- Provides information as needed regarding unemployment verification forms, separation of employment requests, etc.
- Provides information as needed regarding SERS contributions for Aramark and Chartwells.
- Calculates over \$50,000 term life insurance adjustment, tuition fee waiver adjustment, and other adjustments to year end W-2 files. Responsible for timely completion of W-2 forms and other related reports or documentation to assure mailing prior to January 30.
- Handles information inquiries from district employees regarding a wide variety of payroll related areas.
- Carries out all assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Ensures the safety of students.
- Establishes and maintains cooperative professional relationships.
- Remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district.
- Exhibits professional behavior, emotional stability, and sound judgment.
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, and intelligent human beings.
- Understands the legal responsibility to help instill in students the belief in, and practice of, ethical principles and democratic values.
- Maintains confidentiality and respect for confidential information at all times.
- Other duties as assigned by the Treasurer or his/her designee.

TERMS OF EMPLOYMENT: 261 Days (251 Days; 10 paid holidays); 8 hours per day excluding lunch.

Salary as provided by negotiated agreement.

Work year to be established by the Board.

SALARY: \$31.67 - \$33.29/HR.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

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

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