

Vantage Career Center
Assistant to the Treasurer-Payroll/Benefits

Posting Date: Friday, May 5, 2023 – Friday, May 19, 2023
Position: Assistant to the Treasurer-Payroll/Benefits
Start Date: June, 2023
Application Deadline: **Friday, May 19, 2023**

Job Objective: The Assistant to the Treasurer-Payroll/Benefits must perform duties that support the effective operation of the Treasurer's Office. Addresses issues that arise during the absence of the Treasurer within the limits prescribed by law. Performs duties that support the effective processing of payroll and employee benefits. The Payroll/Benefits position will perform benefits related duties and provide excellent customer service to all current and new employees.

Responsibilities

- Maintains confidential payroll files on all employees in district.
- Processes payroll reports and time sheets, processes enrollment forms from employees on all payroll related withholdings, fringe benefits and makes related changes in the computer system on a timely basis.
- Maintains all official records and appropriate documentation for various leaves.
- Pays all classified/certified employees and prepares checks and related reports.
- Verifies employee salaries/wages as approved by the Board of Education
- Prepares and files all payroll related reports with the Internal Revenue Service, State Department of Taxation, City Income Tax Department, Retirement Systems, Annuity Companies and all other payroll related reports.
- Maintains all employee benefit records.
- Enrolls employees into medical, dental and life plans
- Processes all deductions and submits to proper entities.
- This job does all functions of human resources, payroll and benefits from start to finish

Qualifications:

- Associates degree or equivalent accounting work experience is required. Payroll experience is preferred.
- Demonstrates proficiency using equipment and software applications associated with the position.
- Accounting skills and the ability to consistently and accurately compute and record mathematical data.
- Gives careful attention to details and effective customer service.
- Self-motivated with the ability to work with minimal direction.
- Must be well organized, have good oral and written communication skills.
- Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of work duties
- Ability to exercise sound judgment when making decisions.

Salary: Commensurate with experience; 260 day contract, 8 paid holidays

Interested applicants should send a letter of interest, a Vantage Career Center non-certified employment application (found on the Vantage Career Center website), resume, any relevant certifications, and three letters of reference by **Friday, May 19, 2023 at 4:00 p.m.** to:

Laura Peters, Treasurer/CFO
818 N. Franklin Street, Van Wert, OH 45891
peters.l@vantagecareercenter.com

Vantage Career Center is an Equal Opportunity Employer.

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