

# CHIPPEWA LOCAL SCHOOL DISTRICT JOB POSTING

Position: Treasurer's Assistant – Payroll

Reports to: Treasurer/CFO

FLSA Status: Exempt, non-union classification

This is a year-round position with a typical workweek of Monday – Friday, 8 hours per day. Will be a member of the State Employees Retirement System (SERS).

Primary duties and responsibilities to include:

- Accurate and timely processing of payroll and benefit transactions
- Collects and organizes payroll and benefit information
- Maintain employee records for payroll, leave, insurance, retirement (STRS & SERS), miscellaneous deduction to include child support and garnishments
- Insure employees are on correct salary schedule
- Process and distribute employee contracts, salary notices and other related personnel materials
- Verify time sheets
- Prepare all federal, state and local tax filings due throughout the year
- Annual tax reporting
- Understand and able to explain District offered benefits
- Monthly reconciliation of cash receipt for the District
- Accurate coding and inputting of receipts
- Support of fiscal and calendar end closings

Minimum

Qualifications: Bachelor degree preferred; High school graduate (minimum). Basic understanding of the payroll process including payroll tax reporting and deadlines.

Skills: PC skills including keyboarding  
Strong interpersonal and communication skills  
Accurate with detail  
High ethical standards  
Integrity  
Active listening/problem-solving skills  
Self-disciplined  
Willingness to take on challenging tasks  
Accepts responsibility for personal decisions  
Maintain confidentiality  
Positive, can-do attitude  
Exemplifies professionalism: Appearance, respect for others, compliance with Board policies, attendance

Time Line: Applications accepted through April 19  
Anticipated start date of June 3 to allow for training and transition

Send cover letter and resume to [tiffany.mcmillen@chippewaschools.com](mailto:tiffany.mcmillen@chippewaschools.com)