

BEAVERCREEK CITY SCHOOL DISTRICT

JOB DESCRIPTION

Title: **Human Resources and Payroll Coordinator** **File 204**

Reports to: Treasurer/CFO and Assistant Treasurer
Director of Human Resources

Job Objectives: Performs timely coordination of the payroll operations, authorized financial obligations, and human resources functions of the school district

Minimum

Qualifications: Associate or Bachelor's Degree from an accredited college or university in accounting, finance, business, or education, preferred
Ability to obtain a valid Ohio school treasurer's license preferred.
Human resources certification, or interest/ability to obtain human resources certifications preferred
Experience with school district fiscal operations preferred
Demonstrated computer proficiency including word processing, database, spreadsheet, and presentation software
Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
Documented evidence of a clear criminal record
Proficient in office protocol and the use of business equipment
Proficient in data entry, spelling, proofreading, and the correct use of grammar
Moderate understanding of the Uniform School Payroll System (USPS) and Uniform School Accounting System (USAS)
Ability to be attentive to detail and able to perform repetitive tasks with accuracy
General understanding of internal control system(s)
Multitasking ability and strong interpersonal skills
High moral character, and good attendance record

Responsibilities and Essential Functions:

The following duties are representative of performance expectations.
Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
Provides requested analytics of financial and personnel data as requested by the Assistant Treasurer and/or Treasurer/CFO and/or Human Resources Director
Organizes financial data required to keep the Assistant Treasurer and Treasurer/CFO informed of pertinent issues.
Organizes personnel data required to keep the Human Resources Director informed of pertinent issues.
Organizes and maintains a functional filing system that ensures the safe retention of records.
Reconciliation of data between departments including, but not limited to EMIS data, employee leave of absence data, and/or state and federal compliance budgetary reporting
Cross-train in multiple responsibilities of both departments
Keeps materials properly filed to maintain an orderly office.
Upholds board policies and follows administrative procedures.
Refers inquiries requiring policy interpretation to administrative staff.
Generate and audit contracts, and/or salary notices and payroll against employment recommendations and Board action for accuracy, completeness, and proper authorization.
Enters, prepares, and distributes payroll-related vendor checks.

Researches and answers inquiries regarding employee contracts and salary notices
Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
Enters, updates, and maintains personnel and payroll files.
Creates correspondence, memos, and other office documents.
Keeps current with updates/changes in technology and office-related software.
Keeps current with human resources and payroll processes and procedures.
Participates in staff meetings and professional growth activities as directed.
Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

Demonstrates professionalism and maintains a positive work attitude.
Takes the initiative to identify and solve problems independently.
Works cooperatively to support a successful team effort.
Communicates effectively using verbal, nonverbal, and writing skills.
Reacts productively to interruptions and changing conditions.
Operates office equipment efficiently and accurately.
Lifts carries, and/or moves office supplies and equipment.
Maintains an acceptable attendance record and is punctual.
Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Potential for exposure to blood-borne pathogens and communicable diseases.
Potential for interaction with disruptive and/or unruly individuals.
Exposure to adverse weather conditions and seasonal temperature extremes.
Duties may require operating and/or riding in a vehicle.
Duties may require prolonged use of a computer keyboard and monitor.
Duties may require detailed paperwork.
Duties may require working under time constraints to meet deadlines.
Duties may require working during the evening and/or weekends.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.