

**JOB POSTING:**

Payroll Specialist/EMIS Coordinator

**SUMMARY:**

The Miller City - New Cleveland Local School District (Putnam County) is seeking qualified applicants for a Payroll Specialist/EMIS Coordinator serving Miller City - New Cleveland Local School District beginning in August 2025.

**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. Ability to process payroll, benefits, accounts payable, and/or accounts receivable using state 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 database 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.

**JOB DESCRIPTION:****MINIMUM**

**QUALIFICATIONS:** Associates Degree in Accounting or Business Preferred  
Meets all mandated health requirements  
Documentation of a clear criminal record  
Bookkeeping skills and ability to compute mathematical data accurately  
Experience with governmental fiscal operating procedures is desirable  
Proficient in the use of automated financial data processing systems  
Proficient in office protocol and use of information technology systems  
Proficient in data entry, spelling, proofreading, and correct grammar use

**RESPONSIBILITIES:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs assigned duties required for the effective operation of the treasurer's office.
- Performs administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Uses a computer to prepare and process information, and becomes efficient in any other programming or technology required by the treasurer to effectively perform financial department duties.
- Verifies the accuracy of database information as directed.
- Helps gather information and assists in grants/foundation proposals as directed.
- Processes the payroll using state approved software
- Distributes paychecks or deposit confirmation forms.
- Participates in staff meetings and professional growth opportunities as directed.
- Performs other specific job-related duties as directed
- Updates and Maintains Staff Employment Data for EMIS

**SKILLS:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately and verifies and correctly enters data.
- Maintains an acceptable attendance and is punctual.
- Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**WORKING**

**CONDITIONS:**

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

- Duties may require working under time constraints to meet deadlines.
- Duties may require prolonged use of a computer keyboard and monitor.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Job performance is evaluated according to the policy provisions adopted by the Miller City-New Cleveland Local School District Board of Education.

**DISTRICT INFORMATION:**

Miller City - New Cleveland Local School is a rural school in Putnam County, Ohio with a Grades K-12 enrollment of approximately 515 students and 65 employees.

**HIRING TIMELINE:**

- Announce Vacancy – 2/21/25
- Job Application Materials Due – 3/20/25
- Interviews – Week of 3/24/25
- Approximate Date of Hiring: April 14, 2025

- Approximate Date of 1st Day of Employment: August 1, 2025

**CERTIFICATION/LICENSURE REQUIREMENTS:**

Associate Degree in Accounting/Business (Preferred)

**EXPERIENCE:**

Experience preferred, but not required

**BACKGROUND CHECK:**

Applicant must pass BCI/FBI check

**SALARY/BENEFITS:**

Salary: Per salary schedule (commensurate with education and experience levels)

Benefits: The employee shall also be entitled to sick leave, personal leave, and other economic benefits as provided by state law and Board regulations

**HOW TO APPLY:**

Interested applicants should submit a cover letter, resume with references, and FBI/BCI background check (if applicable) no later than Thursday, March 20 to:

Kerry D. Johnson, Superintendent  
Miller City-New Cleveland Local Schools  
PO Box 38  
Miller City, OH 45864  
419-876-3173  
[johnson\\_k@mcncschools.org](mailto:johnson_k@mcncschools.org)