

# Wilmington City Schools: Job Posting

## Treasurer's Assistant - Payroll

- **Primary Contact:** Kim DeWeese, Treasurer
- Email: [kim.deweese@wilmington.k12.oh.us](mailto:kim.deweese@wilmington.k12.oh.us)
- Posted on: 6/10/25
- Expiration: 6/26/25

Location: Wilmington Schools Central Office

Employment Begins: TBD (training w/ current Assistant thru 12/31/25)

Contract: 12 Months (260 days / 8 hours per day)

Salary: Per Exempt Salary Schedule (\$60,475 - \$76,610)

### Qualifications:

- Valid driver's license and maintains a record free of criminal violations that would prohibit public school employment. Able to successfully pass a BCI/FBI background check.
- Post-secondary business school training or equivalent accountancy work experience desirable.
- Five years or greater experience in processing payroll is preferred.
- Demonstrates aptitude in the use of software associated with governmental accounting procedures and automated data processing systems; expertise in State Software is ideal.
- Follows complex instructions and recognizes/corrects errors independently.
- Proficient in spelling, proofreading, and the correct use of grammar. Speaks clearly using proper grammar.
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Respects privacy and maintains the confidentiality of privileged/sensitive information.
- Prepares timely paperwork. Collects, formats, and edits information.
- Exhibits effective organization, time-management, and resourceful problem-solving skills.
- Interacts confidently with others and displays a strong customer service focus.
- Maintains compliance with drug-free workplace rules, Board policies, and other applicable procedures/guidelines.

### Essential Functions:

- Calculating gross wages and reconciling payroll records.
- Processing personnel records and new hire paperwork.
- Distributing paychecks or deposit confirmations as directed.
- Preparing wage change notices and maintaining accurate salary placement records.
- Managing payroll deduction forms and tracking leave balances (medical, disability, vacation, etc).
- Ensuring timely submission of payroll reports and tax payments.
- Cross training with Accounts Payable as needed.
- Preparing W-2 forms and maintaining periodic payroll reports (semi-monthly, quarterly, annual)
- Assisting with data analysis and audits; balancing ledgers and reconciling statements.
- Processing employee terminations, retirements, and benefits-related paperwork.
- Handling employment verification requests.
- Demonstrates the ability to organize tasks to completion.
- Identifies, analyzes and solves problems.
- Seeks to improve personal and organizational performance by measuring and monitoring outcomes.

- O. Is open to change and willing to be involved in the process.
- P. Conducts other duties related to the Treasurer assistant duties as assigned by the Treasurer.

**Behavioral Characteristics:**

- A. Promotes cooperation and team effort through shared successes, achievement of best group outcomes and supports positive group contributions.
- B. Demonstrates open thinking by generating new ideas, challenging rigid thinking and sees the big picture.
- C. Communicates in a clear and logical manner.
- D. Demonstrates the ability to actively listen.
- E. Manages time effectively and displays a bias for action.
- F. Seeks to acquire new skills and feedback. Learns from experience and applies knowledge to improve performance.
- G. Is responsive to employee requests and gives priority to handling time sensitive requests.
- H. Demonstrates loyalty to the District.

**Please send letter of interest and resume via email to: [kim.deweese@wilmington.k12.oh.us](mailto:kim.deweese@wilmington.k12.oh.us)  
or via mail to: 341 S. Nelson Avenue, Wilmington, OH 45177 Attn: Kim DeWeese**