



## BOARD OF EDUCATION

Richard Birt  
Pam Marton  
Donna Myers  
Gene Pencil  
Russ Steele

**SUPERINTENDENT**  
Anthony Orr

**TREASURER**  
David Bollheimer

(937) 964-1318  
FAX (937) 964-6019

**BOARD SECRETARY**  
Jennifer Mason

**EMIS COORDINATOR**  
Pam Clarkson

**EMIS/PAYROLL**  
Julie Lowe

**ACCOUNTS PAYABLE**  
Kathy Pequignot

**FOOD SERVICE**  
Debby Johnson

(937) 964-6018  
FAX (937) 964-6019

**TRANSPORTATION**  
Neal Shambaugh

(937) 964-1672  
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**MAINTENANCE**  
Chris Howell  
(937) 964-6004  
FAX (937) 964-1672

# NORTHWESTERN LOCAL SCHOOL DISTRICT

5610 TROY ROAD  
SPRINGFIELD, OHIO 45502

Position: **Payroll Specialist**

Responsible to: Treasurer

Job Focus: All duties involved with processing payroll, benefits, and staff EMIS reporting

Qualifications:

1. Accurate, efficient, and capable of handling detailed work
2. Self-motivated and self-directed with the ability to organize, prioritize, problem-solve, and meet deadlines
3. Maintains confidentiality
4. Proficient with Microsoft Office programs
5. Accounting skills/experience, with knowledge of school accounting and software
6. Maintains excellent attendance record
7. Communicates clearly and effectively, both orally and in writing
8. Interacts in a positive manner with staff, students, community members, and other organizations
9. Promotes good public relations by personal appearance, attitude, conversation, tact, and diplomacy

Key Functions:

1. Process payrolls with contract salaries and time sheet calculations
2. Process and maintain payroll deduction payments and records
3. Process and maintain monthly/quarterly/annual tax reporting
4. Process and maintain monthly retirement reports
5. Process and maintain monthly insurance reports/payments
6. Process benefits for current and new employees
7. Produce staff contracts and salary notices
8. Maintain staff personnel files
9. Maintain staff work calendars
10. Process and maintain staff attendance records
11. Maintain staff EMIS reporting
12. Process employment verifications
13. Process and maintain staff tuition reimbursement records
14. Other duties as assigned by the Treasurer

Terms: 12 month contract (257 days)  
Exempt employee  
Salary and benefits per Board Policy 4422 (\$29,833 - \$44,153)\*  
\*Additional pay with college degree - Salary schedule under review

Applying: Send resume and letter of interest to [bollheimer@northwestern.k12.oh.us](mailto:bollheimer@northwestern.k12.oh.us)  
Applications accepted until Thursday May 22, 2014 at 4:00 p.m.

May 13, 2014