

Springfield Clark Career Technology Center

Job Posting

Position: Payroll Specialist (260-day contract)

Location: Springfield-Clark Career Technology Center, 1901 Selma Road, Springfield, Ohio 45505.

Salary: Salary and Benefits are commensurate with experience.

Preferred Minimum Qualifications:

1. High school diploma and a satisfactory pre-employment skill test score.
2. Experience in payroll processing and knowledge of insurance/benefits.
3. Experience using state software (USAS/USPS) and Benelogic is a plus.
4. A record free of criminal violations that would prohibit public school employment.
5. Detail oriented with strong organizational and analytical skills.
6. Computer skills and the ability to calculate mathematical data accurately.
7. Ability to multitask; strong diplomacy and communication skills.
8. Proficient in office protocol and the use of information technology systems.
9. Ability to work with sensitive information while maintaining strict confidentiality.

Responsibilities and essential functions, including but not limited to:

1. Processes payroll. Maintains payroll deduction authorization forms.
2. Maintains medical, personal/family leave, and vacation records. Manages FMLA files.
3. Verifies time sheets. Calculates gross wages. Reconciles payroll records.
4. Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
5. Prepares employee W-2 forms.
6. Prepares Ohio Bureau of Employment Services reports.
7. Prepares School Employee Retirement System and State Teacher Retirement System records and reports. Processes retirement and end of employment forms.
8. Maintains employee health insurance files. Processes enrollment forms. Maintains COBRA files.

Application Process: Qualified applicants should submit the following materials:

1. Cover letter expressing interest and qualifications.
2. Current resume'.
3. Three letters of reference.

Submit all materials and inquiries to:

Steven G. Clark, Treasurer/CFO at the address above or
StevencClark@SCCTC.org

Vacancy announced: January 11, 2018

Close application: January 26, 2018

Employment begins as soon as possible.