

ANNOUNCEMENT OF VACANCY

BLUFFTON-HARRISON MSD

PAYROLL SPECIALIST

Job Description

Supports the business functions of the school corporation in cooperation with the superintendent and other office personnel to facilitate the payroll operations.

Wage Rate

Starting wage of \$22.35 per hour with additional wages commensurate with experience.

Hours Per Day: Seven and one-half (7.5) hours

Days: Two-hundred sixty (260) days

Essential Functions

- Process all payrolls (enter all exceptions, balancing, check printing and check distribution).
- Prepare all certified contracts (computing, balancing and distribution).
- Prepare all classified agreements (computing, balancing and distribution).
- Prepare all extracurricular agreements and set up payment schedule.
- Prepare and pay all FICA, State and Local tax withholdings within time frame allowed.
- Prepare, process, and balance all monthly payroll reports.
- Prepare, process and balance all quarterly payroll reports.
- Maintain and report all state retirement contributions on a per pay basis.
- Prepare, process and balance all annual payroll reports.
- Prepare, process and balance all annual W2's for employees.
- Prepare and maintain all employee business records (i.e. W4's, tracking all leave of absences, verifying length and reason to comply with contract guidelines, etc.)
- Compute all severance benefit figures for retired employees.
- Prepare, reconcile and process all time cards for hourly employees.
- Compute all revised certified contracts due to maternity leave, extended illness, resignation, etc.
- Enter all new employees into payroll records.
- Maintain up to date expertise in payroll processing (IRS, state retirement and local tax regulations).
- Perform other tasks as assigned by the Superintendent.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Business courses from a college, university, or school of business; or two to four years related experience; or training involving bookkeeping and accounting; or equivalent combination of education and experience.

GUARANTEES: Ability to secure a bond in the amount of \$50,000 before duties of the office are assumed, the premium on such bond to be paid by the school corporation.

COMMUNICATION / LANGUAGE SKILLS: Ability to read, analyze and interpret financial reports and legal documents. Ability to effectively communicate payroll related information to a variety of stakeholders (employees, administrators, prospective employees).

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts in accounting and bookkeeping procedures, ledgers, and computer software applications.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS: Proficiency in keyboarding, document formatting, word processing, and other technology skills appropriate to the functions of this job. Ability to communicate with people in a positive and constructive manner.

PROFESSIONAL DEVELOPMENT: Ability to participate in ongoing professional development as available from the district and professional partnerships.

Interested applicants should apply by completing a Bluffton-Harrison M.S.D. classified application, available online at www.bhmsd.org. **Completed application and a letter of interest should be submitted to: Dr. Brad Yates, Superintendent, Email: byates@bhmsd.org Phone: 260-824-2620.**

Applicants will be contacted if an interview is desired.

Equal Employment Opportunity Employer