

**JASPER CITY SCHOOLS
VACANCY
SEPTEMBER 22, 2026**

POSITION: **District Central Office Payroll / CNP Assistant**

JOB DESCRIPTION: **Attached**

REQUIRED QUALIFICATIONS: **State Certification in Field**

SALARY SCHEDULE: **Per Salary Schedule**

SUBMIT APPLICATION TO: **HireTrue Website (thru ALSDE)
or submit JCS Support Application
to the Board of Education**

DEADLINE FOR APPLICATION: **September 28, 2026 or Until Filled**

Equal Education/Employment Opportunity Statement

It is the official policy of the Jasper City School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

TITLE: Central Office Payroll/CNP Assistant

QUALIFICATIONS:

1. High school diploma, or equivalent
2. Associate or two-year degree in business field
3. Experience in computerized accounting/payroll systems, preferred
4. Good working knowledge of basic office procedures, office technology, and common office equipment

REPORTS TO: Chief School Financial Officer and CNP Director

JOB GOAL:

1. To assist in preparing, processing, and maintaining accurate payroll records and related payroll functions
2. To assist with CNP and other bookkeeping/accounting functions

EXPECTED WORKDAY: 8 Hours

FSLA: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates professionalism through regular attendance, confidentiality, effective communication, appropriate use of technology, and adherence to district policies.
2. Maintains the security of records and files in accordance with federal, state, and local record-keeping requirements.
3. Assists the Payroll Clerk with entering and reviewing monthly payroll information.
4. Assists the Payroll Clerk with new hire meetings.
5. Updates employee records, including tax withholding forms, direct deposit information, and other personnel changes, as directed by the Payroll Clerk.
6. Processes and enters payroll data received from local schools and other departments as directed by the Payroll Clerk.
7. Performs any other various payroll duties as requested.
8. Performs various duties regarding the Child Nutrition Program as follows:
 - Collect, post, balance, and merge invoices
 - Generate purchase orders for goods and services
 - Check bills and purchase orders for accuracy before payment
 - Reconcile daily reports from each cafeteria.
 - Maintain and post monthly menus to schools and social media
9. Provide receptionist coverage during lunch periods and employee absences.
10. Prepare reports required for submission to the ALSDE and Medicaid reimbursement using the Fairbanks Platform for time study reimbursements.
11. Organize and update all information required to maintain consistent and accurate substitute services through the outsourced substitute personnel platform.
12. Retrieve, open, and distribute mail daily.
13. Assist CSFO as requested.
14. Performs any other duties as assigned by supervisor(s).
15. Attendance is an essential function of the job.

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Support Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

JASPER CITY SCHOOLS
SALARY SCHEDULE FOR SUPPORT PERSONNEL

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