LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience  ***in a Public School Setting***

Announcement of Vacancy
2026-2027 School Year

Position:	Accounts Payable/Payroll Clerk in Business Office Full-Time Year Round Position – 40 hours per week
Qualifications:	See attached job description
Compensation:	$37.91 per hour, in accordance with AFT contract Benefits include: medical/dental, pension, paid time off
Application Procedure:	Go to https://www.region18.org/district-information/employment and fill out online application **Please do not mail, email or deliver application materials. All applications must be submitted online.**
Date of Posting:	November 25, 2026
Closing Date:	Until Filled

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Accounts Payable & Payroll Clerk

Position Summary

The Accounts Payable & Payroll Clerk is responsible for performing a variety of accounting, payroll, benefits, and administrative support functions to ensure the accurate processing of financial transactions and employee compensation. This position works under the direction of the Business Manager and serves as a key resource for staff, vendors, and government agencies regarding accounts payable, payroll, benefits, and recordkeeping activities.

Essential Duties and Responsibilities

Accounts Payable Functions

- Receive and process purchase orders, invoices, and related financial documents.
- Review documents for proper account coding, mathematical accuracy, authorized approvals, vendor information, pricing, discounts, and compliance with established procedures.
- Verify transaction information with school and department personnel as needed.
- Prepare and enter accounts payable transactions, encumbrances, payments, account adjustments, and related data into automated accounting systems.
- Maintain accurate vendor files and records.
- Respond to vendor inquiries and resolve issues related to invoices, orders, and payments.
- Prepare and distribute annual 1099 tax forms.
- Provide timely submission of requested audit documentation.

Payroll Administration

- Maintain employee attendance records and payroll-related documentation.
- Prepare payroll information and accurately enter data into automated payroll systems.
- Calculate, verify, and process payroll deductions, including federal and state withholding taxes, Social Security, retirement contributions, insurance premiums, and other authorized deductions.
- Prepare payroll-related journal entries and accounting records.
- Maintain employee banking information for payroll direct deposit.
- Process vendor payments related to payroll deductions and employee benefits.
- Respond to employee inquiries regarding payroll, deductions, benefits, and leave balances.

Benefits and Personnel Records

- Administer health insurance, life insurance, retirement contributions, and related employee benefit programs for non-certified staff.
- Maintain non-certified employee personnel records, including sick leave, vacation leave, and benefit information.
- Process employee address changes and update records within computerized systems.
- Assist with tracking teacher certifications and support certification recordkeeping activities in coordination with the Superintendent's Office.
- Serve as liaison to state retirement offices and prepare required retirement reports.

Compliance and Reporting

- Prepare quarterly and annual federal and state payroll tax reports, including Federal Income Tax and FICA filings.

- Prepare and distribute annual W-2 forms to employees.
- Ensure compliance with applicable payroll, tax, retirement, and reporting requirements.
- Maintain accurate financial, payroll, and personnel records in accordance with established policies and procedures.
- Provide timely submission of requested audit documentation.

Administrative Support

- Answer telephone calls and respond to routine inquiries.
- Prepare correspondence, reports, and other business office documents.
- Provide clerical and administrative support to the Business Office.
- Perform related accounting, payroll, bookkeeping, and administrative duties as assigned by the Business Manager.

Qualifications

Education and Experience

- High school diploma or equivalent required.
- Coursework in bookkeeping, accounting, business administration, or a related field preferred.
- Minimum of three (3) years of experience in payroll, accounts payable, bookkeeping, or related accounting functions.

Knowledge, Skills, and Abilities

- Knowledge of payroll processing, accounts payable procedures, bookkeeping principles, and financial recordkeeping practices.
- Knowledge of federal and state payroll tax reporting requirements and employee benefit administration.
- Ability to perform complex mathematical calculations accurately and efficiently.
- Ability to process financial and payroll documents with a high degree of accuracy and attention to detail.
- Proficiency with automated accounting and payroll systems.
- Strong computer skills, including Microsoft Word and Excel.
- Ability to maintain confidential employee and financial information.
- Strong organizational, communication, and problem-solving skills.
- Ability to establish and maintain positive and effective working relationships with employees, vendors, administrators, and external agencies.
- Ability to perform a variety of accounting, payroll, clerical, and administrative duties in a fast-paced environment.