



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095
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We are now accepting applications for the vacancy of:

Confidential Secretary II - Office of the Treasurer – Payroll (anticipated vacancy)

Position: Confidential Secretary II – Payroll
Building/Department: Administration Building – Office of the Treasurer
Contract days: 260 days, eight (8) hours per day (includes 12 paid holidays)
Civil Service Status: Excluded
Bargaining Unit Status: Excluded
Essential responsibilities/duties:

- Calculates and processes all aspects of bi-weekly payroll.
- Assists the Payroll Supervisor as needed.
- Other duties as assigned and related to the job description.

Qualifications:

- Payroll/accounting experience preferred.
- Proficiency in Microsoft Word and Excel.
- Strong analytical ability and desire to work effectively with numbers.
- Ability to work with administrators and other district employees to explain benefits and payroll computations.
- Ability to communicate in verbal and written form with the public and others as related to this position.
- Experience working with state software (preferably USPS).
- Ability to read and apply labor agreements as they affect payroll procedures and policies.
- Ability to work in an organized and confidential manner.
- Be of good character.

Application process:

Interested candidates must complete an on-line application through the Frontline/AppliTrack system at www.fairfieldcityschools.com including a cover letter, resume, references and salary requirements. Each applicant will be evaluated, and those deemed most qualified will be invited to participate in the interview process. For questions, please email: hr@fairfieldcityschools.com

CC: Superintendent
Treasurer
Building Principals
Civil Service Commission