

Winton Woods City School District is accepting applications for the position of Payroll Specialist.

Payroll experience required with knowledge of USPS State Payroll Software and excel spreadsheet.

Interested candidates should submit a cover letter and resume on or before 06/03/20 to Randy Seymour, Winton Woods City School District, 1215 West Kemper Road, Cincinnati, Ohio 45240 or seymour.randy@wintonwoods.org

Interviews 06/08/20 and 06/09/20

Anticipated position start date is 06/22/20

Salary Range \$67,000 to \$79,500, based upon experience, including a complete benefit package.

260 Day Contract

Job Description attached.

Please send cover letter, resume and references to:

seymour.randy@wintonwoods.org or

Randy, Seymour

Treasurer

Winton Wood City School District

1215 West Kemper Road

Cincinnati, Ohio 45240

Winton Woods City School District Job Description

Job Title: Payroll Specialist
Reports To: Treasurer
FLSA Status: Exempt
Approved By: Board of Education
Approved Date: February 23, 2015

GENERAL DESCRIPTION

This position assists the Treasurer by performing district payroll operations and serves as a liaison between the payroll and personnel departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following;

- Responsible for all aspects of payroll processing which includes but is not limited to:
 1. Preparation and computation of payroll for all employees, including regular, substitute, paraprofessional employees and board members which includes but is not limited to timesheets, overtime, supplemental pay and substitute pay.
 2. Prepares payroll distribution and transfer check for deposit to the payroll clearing account as well as board share of Medicare and any retirement contributions. Posts to general ledger all transactions related to payroll, including but not limited to payroll, Medicare, STRS/SERS, tax shelter, insurance benefits and tax shelter annuities (403b and 457 plans).
 3. Prepares, files, and retains all payroll-related tax returns and reports including but not limited to periodic federal, state and local income tax returns, annual W-2 reports, OBES, unemployment reports, Ohio New-Hire reports, STRS/SERS retirement reports, garnishment orders, child support enforcement orders, benefit and other deduction registers.
 4. Assists in calculating retiree severance pay, including any incentives and accrued vacation pay upon separation.
 5. Assists in preparing annual salary notification for certificated, exempt and administrative employees.
 6. Assists in the calculation of the over \$50,000 term life insurance adjustment and other adjustments to W-2 forms and reports.
 7. Prepares and reconciles periodic deductions with vendor invoices, including tax-sheltered annuity programs, S125 Plans, credit union, professional dues and all other deductions.
- Responsible for the month, quarter and year-end closing process for payroll.
- Assists audit team, as needed.
- Works with personnel in Human Resources and accounting to ensure complete and accurate flow of information.
- Maintains official payroll related records as required by Federal, State, Auditor of State, Hamilton County Auditor and district records retention committee.
- Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
- Prepares and distributes information and correspondence of a confidential, routine, legal and statistical nature.
- Handles information inquiries from district employees regarding aspects of their compensation and benefit program.
- Maintains a high level of ethical behavior and confidentiality of information.
- Carries out assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Performs other duties as assigned by the Treasurer.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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

High school diploma or equivalent is required. Experience with mainframe and personal computers is required. Experience with state and district selected software is required. Knowledge with Excel is required.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory based on school objectives. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move more up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.