

Great Oaks Career Campuses has a vacancy for your consideration. Please find the details below.

Payroll Coordinator

Apply Online by clicking [HERE](#)

Category: Secretary and Office Personnel/Payroll

Date Posted: 1/17/2023

Location: Great Oaks - District

Date Closing: 01/27/2023

Requirements:

- * High school diploma with training and experience in school finance preferred.
- * At least three years' experience in school finance operations in Ohio preferred.
- * Experience in using spreadsheet and word processing software.
- * Skilled at operating general office equipment, including computer specific peripheral hardware.
- * Self-motivated with an attention to detail.
- * Ability to work with confidential information.

Essential Duties & Responsibilities:

- * Works with personnel and accounting departments to ensure complete and accurate flow of information for payroll operations.
- * Oversees maintenance of employee payroll files.
- * Develops procedures and internal control systems for all payroll related functions, including form development and revisions.
- * Trains and advises payroll associates and building personnel in payroll department policies, computer enhancements, and district policies concerning payroll.
- * Performs periodic audits of the payroll system to ensure accuracy.
- * Prepares and files all payroll related reports with the Internal Revenue Service, State Department of Taxation, City Income Tax Departments, Child Support Enforcement Agencies, Retirement Systems, Bureau of Labor Statistics, annuity companies and all other payroll related reports.
- * Completes electronic transfer of federal and other taxes as required.
- * Reconciles all city, state, and federal taxes on a quarterly basis to ensure accurate annual reporting.
- * Prepares and submits W-2's in a timely manner per the appropriate electronic media.
- * Submits State of Ohio new hire information.
- * Prepares and submits SERS/STRS,etc. reports on the appropriate electronic media.
- * Prepares payroll distribution and transfer check for deposit to the payroll clearing account.
- * Responsible for direct deposit transfer.
- * Reconciles the payroll clearing account.
- * Responsible for the verification, balancing and payment of employee health, dental, and life insurance plans.

- * Responsible for distribution of all 403B, IRS section 125, and voluntary insurance deduction checks.
- * Oversees maintenance of official records for sick leave, vacation and other types of employee absence and accrual records.
- * Assists with maintenance of IRS Section 125 plan data.
- * Other related work as assigned by the CFO, CEO or designee.

Availability of Position: Immediately

Salary Range: \$50,605 - \$64,720

Placement on the salary schedule is commensurate with educational preparation and work experience in the field. - 260 Day Contract.

Application Procedure: Apply online at www.greatoaks.com

Application Deadline: January 27, 2023 or until position is filled

Equal Opportunity: All Great Oaks Career Campuses' educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, age, or disability.