



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095
Phone (513) 829-6300 • Fax (513) 829-0148

We are now accepting applications for the vacancy of:

Confidential Secretary II - Office of the Treasurer – Support Payroll

Position:	Confidential Secretary II – Payroll
Building/Department:	Administration Building – Office of the Treasurer
Contract days:	250 or 260 days, eight (8) hours per day (includes 13 paid holidays)
Civil Service Status:	Excluded
Bargaining Unit Status:	Excluded

Essential responsibilities/duties:

- Calculates and processes all aspects of bi-weekly support staff payroll for approximately 500 employees.
- Assists the Payroll Supervisor as needed.
- Other duties as assigned and related to the job description.

Qualifications:

- Payroll and/or accounting experience preferred.
- Proficiency in Microsoft Word and Excel required.
- 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 preferred.
- 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.

Anticipated Start Date: March 6, 2023

Pay & Benefits: \$19.78 up to \$23.46 per hour, commensurate with related experience

Application Process: Interested candidates must complete an on-line application through the 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