

Openings as of 8/23/2023
Hamilton City School District

Payroll Coordinator

JobID: 11111

Position Type:

Support Staff

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Date Posted:

8/17/2023

Location:

Hamilton City Board of Education

Closing Date:

Until Filled

District:

Hamilton City School District - [website](#)

Position: Payroll Coordinator

Assignment: Payroll Department--Treasurer's Office

Contract: Per Miscellaneous Salary Schedule

Immediate Supervisor: Senior Director of Payroll

Salary: \$64,590 - \$81,315

Hours: 8 hours/day, Monday--Friday, 12 months/year

General Description: The Payroll Coordinator will support the Sr. Director of Payroll in all phases of the payroll process and serve as the Director in the Sr. Director's absence.

Key Responsibilities:

Will participate directly in providing accurate and timely payrolls each payroll process.

Coordinate Cafeteria 125 Plan Administration

Coordinate the 403b and 457 deferred compensation plans

Coordinate the administration of FMLA

Facilitate the proper account coding for all employees

Monitors and responds to district payroll email received in payroll@hcsdoh.org email account

Will provide information and assist staff with all types of leave requests

Process deduction payments

Process Special Payrolls

Process void payments

Complete Disability and Medicare Forms as requested by staff

Provide information to staff and assist with retirements and resignations

Process monthly, quarterly, and annually, including fiscal year end, reports and close

Will assist Sr. Director with training and evaluation of payroll staff

Assist with annual financial audit

QUALIFICATIONS:

Bachelor's degree or equivalent related experience

Customer friendly focus required
Experience in Ohio public school district payroll processing
Experience with eFinancePlus payroll software
Ability to manage large volumes of data efficiently and accurately
Excellent conceptual understanding of school district structure
Must pass a criminal background check
Background with account coding or mathematics required
Excellent communication skills required
Ability to work with all members and customers of the Treasurer's Office
Ability to supervise/evaluate payroll staff in Sr. Director's absence

FMLA regulations require all employers to post the [updated FMLA notice](#).

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