



**Job Posting  
2023-2024 School Year  
Payroll Specialist  
Lebanon City Schools**

Interested persons should apply by following the instructions below:

Go to the Lebanon City Schools Website:

[www.lebanonschools.org](http://www.lebanonschools.org)

- From the Home Page, Click on **Employment**
- Then **Available Positions (left side under Human Resources)**
- This will take you to The Greater Cincinnati School Application Consortium
- Then **All Vacancies**
- You will see a list of available positions, click on the red Apply Button next to the position you're interested in applying for and complete the online application.
  
- Internal Applicants (Lebanon City School Employees) please click on the link in the job posting email to apply.

Posting for internal candidates expires at 12:00 p.m. on Thursday April 11, 2024

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4/5/2024

**LEBANON CITY SCHOOLS  
JOB DESCRIPTION**

<b>Position:</b>	Payroll Specialist
<b>Reports to:</b>	Treasurer
<b>Employment Status:</b>	Regular/Full-time
<b>Contract Days:</b>	260 Days
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	Exempt
<b>Description:</b>	Responsible for district payroll/benefits and coordination of all payroll functions. Complete all reports, balances, warrants etc...Assist Treasurer with all written communication and coordination of policies, audits, levies, and updates.
<b>NOTE:</b>	The lists below are not ranked in order of importance
<b>Last Revised:</b>	August 29, 2023

**Essential Functions:**

- Ensure safety of students and staff
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Process and post payroll and attendance information for staff
- Work with building/department designee to report and process absences of all staff and accrue applicable leaves
- Maintain personnel records and reports for payroll
- Responsible for payroll-related reports
- Responsible for creating work calendars and payroll calendars for all employees
- Stay up to date and enforce all Union rules and regulations as stated in each contract
- Track and follow up with all FMLA requests including any insurance premium owed to the district
- Submit unpaid leave for Board of Education approval
- Coordinate with the Director of Human Resources or designee regarding any questions or issues on leave of absences
- Coordinate with the Director of Human Resources or designee to track and follow up on Bureau of Worker's Comp claims as needed

- Report retirement contributions and serve as the point of contact for any staff members regarding retirement contributions
- Issue administrative, supervisor/coordinator, teacher, supplemental and stipend contracts
- Issue classified/exempt salary notices and spread pay notices
- Ensure personnel computer data base is accurate and up-to-date
- Maintain the timekeeping system and ensure all applicable employees are added and kept up to date e.g. schedule, pay rate, position, leave balances, etc.
- Assist Treasurer to complete and file, at proper times, all forms, reports, papers, and other requirements as prescribed by the auditor, department of education, or other state or local agencies
- File all employee contracts, make salary notices, and other requirements concerning payroll
- Serve as the district insurance benefits manager
- Stay up to date on all federal guidelines for insurance and ACA compliance
- Serve as the point of contact for staff members who have questions or issues regarding their insurance benefits e.g. health, dental, life and all supplemental insurances/benefits offered
- Conduct new hire conferences for all full time staff after board approval
- Assist Treasurer with daily correspondence and filing, receiving and preserving all records concerning payroll
- Responsible for setting up new employees on the computer
- Responsible for ensuring that employee records for payroll are accurate and up to date
- Prepare all month-end, quarter-end, year-end and fiscal year-end reports concerning payroll
- Prepare electronic direct deposits to bank
- Prepare payroll deposits
- Ensure payroll deductions are made each payroll
- Balance school district income tax and send monthly deposits
- Maintain current copies of federal, state, county and city tax tables
- Prepare yearly W-2, STRS, and SERS
- Assist in ordering department supplies and materials
- Responsible for payroll systems coordination
- Process completed checks for distribution
- Responsible for proper coding, account distribution and trial balance
- Responsible for the revolving fund account for payroll agency checks, annuity companies, retirement, union dues, local, state and federal taxes
- Responsible for SERS and STRS employees' forms and monthly reports
- Responsible for personnel data systems coordination
- Assist Treasurer with duties regarding GAAP
- Monitor records for accuracy
- Assist in preparation of financial projections
- Prepare correspondence and other typing duties as directed
- File, collate, copy and distribute materials
- Maintain proper communication and knowledge of services/program changes with Data Acquisition site

- Responsible for proper completion of EMIS/DASL staff reporting
- Assist auditors by providing required statements and information
- Make contacts with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., personnel records
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Carry out and enforce all Board Policies

**Other Duties and Responsibilities:**

- In the absence of the Treasurer, perform those duties necessary to the routine operation of the office
- Perform other duties as assigned by the Treasurer or designee

**Qualifications:**

- High School Diploma
- Five to ten years related experience
- Must be bondable
- Acceptable BCII report and FBI report
- Such alternatives to the above qualifications as the Treasurer and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Proficient in math
- Ability to be flexible and adapt to changing situations
- Ability to research, comprehend, and interpret applicable laws
- Knowledge of state software
- Knowledge in payroll and accounts payable procedures
- Ability to accurately and timely complete work related tasks
- Ability to work effectively with others
- Ability to work independently
- Ability to communicate ideas clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Ability to prioritize and complete job assignments
- Ability to communicate with all types of people
- Ability to be dependable
- Ability to attend to details
- Ability to operate in a manner which demonstrates personal integrity

**Equipment Operated:**

- Computer
- 10-key adding machine
- Various office machines
- Typewriter
- Fax
- Stamp machine
- Postal scales
- Copier
- Printer
- Scanners
- Telephone

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional overtime work
- Occasional requirement to lift, carry push and pull various items up to a maximum of 40 pounds, 100 pounds, e.g., copier, tables
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all work days
- Occasional exposure to loud noises

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.