## CHIPPEWA LOCAL SCHOOL DISTRICT JOB POSTING

Position: Treasurer's Assistant – Payroll

Reports to: Treasurer/CFO

FLSA Status: Exempt, non-union classification

This is a year-round position with a typical workweek of Monday – Friday, 8 hours per day. Will be a member of the State Employees Retirement System (SERS).

Primary duties and responsibilities to include:

- Accurate and timely processing of payroll and benefit transactions
- Collects and organizes payroll and benefit information
- Maintain employee records for payroll, leave, insurance, retirement (STRS & SERS), miscellaneous deduction to include child support and garnishments
- Insure employees are on correct salary schedule
- Process and distribute employee contracts, salary notices and other related personnel materials
- Verify time sheets
- · Prepare all federal, state and local tax filings due throughout the year
- Annual tax reporting
- Understand and able to explain District offered benefits
- Monthly reconciliation of cash receipt for the District
- Accurate coding and inputting of receipts
- Support of fiscal and calendar end closings

## Minimum

Qualifications: Bachelor degree preferred; High school graduate (minimum). Basic

understanding of the payroll process including payroll tax reporting and

deadlines.

Skills: PC skills including keyboarding

Strong interpersonal and communication skills

Accurate with detail High ethical standards

Integrity

Active listening/problem-solving skills

Self-disciplined

Willingness to take on challenging tasks Accepts responsibility for personal decisions

Maintain confidentiality Positive, can-do attitude

Exemplifies professionalism: Appearance, respect for others, compliance with

Board policies, attendance

Time Line: Applications accepted through April 19

Anticipated start date of June 3 to allow for training and transition

Send cover letter and resume to tiffany.mcmillen@chippewaschools.com