

## **Vacancy for Payroll Specialist and Fringe Benefits Warren County Educational Service Center**

The Warren County Educational Service Center (WCESC) Fiscal Office has an opening for a payroll specialist. The Fiscal Office supports the WCESC financial operations, as well as serves as the fiscal agent for the Greater Ohio Virtual School, Southwest Ohio Council of Governments, Warren County Family and Children's First Council and provides fiscal support to Help Me Grow. The fiscal office also provides service in partnership with the Warren/Clinton Mental Health Recovery Board, Warren County Commissioners and Warren County Board of Developmental Disabilities.

The successful candidate will possess the following qualifications:

- High school diploma or equivalent (associate or bachelor's degree in accounting, finance, or related field a plus).
- Previous experience in payroll, fringe benefits or accounting role preferred. Experience in a school or educational setting a plus.
- Works cooperatively with the Fiscal and HR Staff regarding employee payroll and benefits including health, dental, vision, life, and voluntary Section 125 benefits.
- Knowledge of employee benefits, FMLA, Worker's Compensation and Unemployment a plus.
- Proficiency with ERP software and Microsoft Office applications, particularly Excel, Word, One Note and Outlook.
- Strong attention to detail, accuracy, and organizational skills.
- Excellent communication and people skills, with the ability to collaborate effectively with vendors, staff, and stakeholders.
- Ability to prioritize tasks, meet deadlines, and work independently with minimal supervision.
- Knowledge of accounting principles, financial regulations, and payroll best practices.
- Suited for situations that require the ability to plan yet remain flexible enough to adapt to new situations or react to emergencies.
- Able to collaborate with teachers, school staff, administrators, and the public.
- Must pass a criminal background check.
- Hold a valid Ohio Driver's License.

The WCESC offers a competitive salary, health, dental, life and vision insurance. The position participates in the School Employees Retirement System (SERS), which is a defined benefit pension system. Additionally, the WCESC offers a positive work culture where hard work and initiative are rewarded.

**Please apply to Dawn Schroeder, HR Specialist, Warren County ESC, 1879 Deerfield Road, Lebanon, OH 45036.**