



Hamilton Clermont Cooperative (HCC)

Position Title: Payroll Administrator
Reports To: HCC Executive Director
Begin Date: On or before February 3rd, 2025 (flexible)
Applications Due: December 31st, 2024

Summary: HCC is seeking an individual who can lead a shared service initiative to help support the payroll function for member districts.

Salary/Benefits:

- \$60,000 - \$80,000 (based on experience, knowledge, and expertise)
- Health, dental, life insurance and other voluntary benefits
- Vacation and personal leave (amounts based on experience)
- Hybrid work (part of the time from home, part of the time on-site)

Qualifications:

- HS Diploma is required. Bachelor's degree or higher is preferred, but not required
- Ability to pass FBI/BCI background checks.
- Possesses experience in school business processes.
- Work experience in the following software required:
 - USPS (State Software) or eFinancePLUS (eFP)
- Work experience in the following preferred, but not required:
 - SCView
 - OnBase
 - Kronos (UKG)
 - Microsoft Excel
 - Google Sheets/Docs
- Ability to follow complex instructions and processes and recognize/correct errors independently.
- Ability to interact comfortably and confidently with colleagues and staff from multiple school districts.
- Self-motivated, self-starter with ability and willingness to learn new things

Essential Duties and Responsibilities:

- Work directly with multiple Ohio school districts to understand their payroll processes.
- Create and develop documentation outlining the processes for multiple school districts.
- Serve as the back-up payroll person for multiple school districts which will include the willingness and ability to process payroll on a temporary basis for said districts in instances where the primary payroll processor is unavailable (on leave, separated from the district, etc.)
- As part of this function, duties may sometimes include:
 - Verification of employee salary schedules and steps
 - Collecting and maintaining payroll deduction information
 - Verification of timesheets, calculating gross wages, processing and reconciling payrolls
 - Maintaining medical, disability, FMLA, sick, personal, and vacation records
 - Verification of timely completion of payroll reports and tax payments
 - Assist with the preparation and distribution of employee W-2 forms
 - Assist with the onboarding and termination processes as it relates to software and payroll processes



- Travel to districts across the HCC service area (Hamilton, Clermont, Brown, and Adams Counties) will be required.
- This is a hybrid position so the ability to work from home or from the HCC offices in Loveland, Ohio is also a requirement.
- Work in a support role for multiple districts when not assigned specifically to a single district for the purpose of satisfying a temporary need.

Interested applicants should send a current resume, letter of interest, and a list of at least three (3) professional references to lori@mail.hccanet.org. For any questions regarding the vacancy, please direct inquiries to the address below:

Lori Ackermann, Business Manager
1007 Cottonwood Dr
Loveland, OH 45140
Phone: 513-728-7946
Email: lori@mail.hccanet.org

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