



# Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095  
Phone (513) 829-6300 • Fax (513) 829-0148

**POSITION:** Payroll Clerk (Confidential Secretary I)

## **GENERAL DESCRIPTION:**

Calculates and processes all aspects of bi-weekly support staff payroll for approximately 500 employees. Assists the Payroll Supervisor as needed. Other duties assigned and related to the job description.

Building/Department: Administration Building – Office of the Treasurer  
Contract days: 250 days, eight (8) hours per day (includes 13 paid holidays)  
Civil Service Status: Excluded  
Bargaining Unit Status: Excluded

## **QUALIFICATIONS:**

- Successful payroll and/or accounting experience preferred.
- Proficiency in Excel and Microsoft Word required.
- Strong analytical ability and desire to work effectively with numbers.
- Ability to work with administrators and other district employees to explain benefits and payroll computations.
- Ability to communicate in verbal and written form with employees and the public as related to this position.
- Experience working with state software and Frontline preferred.
- Ability to read and apply labor agreements as they affect payroll procedures and policies.
- Ability to work in an organized and confidential manner.
- Be of good character.

## **SALARY & BENEFITS:**

\$21.96 up to \$25.83 per hour, commensurate with related experience.

Excellent benefits package including medical, dental, vision, life and disability insurance, SERS retirement system, and vacation, sick and personal days.

**APPLICATION:** Please apply online to

<https://www.applitrack.com/bcc/onlineapp/jobpostings/view.asp?district=37905&category=Secretarial+and+Office+Personnel>