

Category: **Secretarial and Office Personnel/Payroll**

Date Posted: **3/4/2025**

Location: **Great Oaks - District**

Date of Availability: **06/01/2025**

Date Closing: **03/18/2025**

**Requirements:**

- High school diploma with training and experience in payroll processing required.
- Associate degree in accounting/business preferred, but not required.
- At least two years experience in processing payroll for a public school district in Ohio preferred. Other automated payroll processing experience will be considered.
- Experience in using spreadsheet and word processing software.
- Skilled at operating general office equipment, including computer specific peripheral hardware.
- Self-motivated with an attention to detail.
- Ability to work with confidential information.
- Must have customer service attitude with an ability to work with people in difficult situations.
- Ability to work cooperatively with others and follow instruction.

**Essential Duties & Responsibilities:**

- Processes semi-monthly payroll for employees including timesheets, overtime, etc. and maintains payroll records related to withholdings, fringe benefits, direct deposit, etc.
- Assists with processing of payroll, deduction checks, and direct deposit vouchers.
- Maintains employee payroll records.
- Processes sick, personal, vacation and other employee leave in the processing of timesheets.
- Prepares and files all payroll related reports with the Internal Revenue Service, State Department of Taxation, City Income Tax Departments, Child Support Enforcement Agencies, Retirement Systems, Ohio Department of Jobs and Family Services, annuity companies and all other payroll related reports.
- Completes electronic transfer of federal and other taxes as required.
- Completes electronic transfer of Child Support, Retirement Systems, annuity companies and other payroll related payments.
- Validates voluntary and involuntary deductions for retirement systems, tax deductions, annuity companies and court orders.
- Creates District payroll schedules and calendars.
- Reviews payroll-related ACH reports from Fifth Third and makes corrections when necessary.

- Processes employment verifications for outside companies.
- Records and tracks the Terms of Employment for part-time employee agreements.
- Works with building personnel and administration to resolve payroll issues.
- Works collaboratively with HR and Benefits Manager to ensure accuracy of payroll.
- Handles information inquiries from district employees regarding a wide variety of payroll issues.
- Maintains processes for calculation of employee wages.
- Serves as back-up Payroll Coordinator and able to run a complete payroll.
- Other related work as assigned by the CFO, CEO or designee.

**Availability of Position:** June 1, 2025

**Salary Range:** \$51,875 - 71,698

Placement on the salary schedule is commensurate with educational preparation and work experience in the field. - **260 Day Contract.**

**Application Procedure:** Apply online at [www.greatoaks.com](http://www.greatoaks.com)

**Application Deadline:** March 18, 2025 or until position is filled

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