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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: Payroll Specialist
Department: Human Resources
Reports To: Executive Director of Human Resources
FLSA Status: Non-Exempt
Job Status: Full-time, Classified
Funding Source: General Fund
Salary Range: \$55,000.00 – \$60,000.00

PURPOSE STATEMENT

To provide payroll service to the corporation and its employees.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Processes bi-weekly payroll for all district staff members
- Process deduction listings, deduction checks, and board payments
- Type and process tax forms and verification forms from schools.
- Processes payments for all teachers on 26 pay schedule.
- Processes PERF and TRF paperwork, including membership records, payments, disability, retirement, and death.
- Makes contact with newly hired administrators to sign up for sick leave bank.
- Processes secretarial longevity pay for assigned schools.
- Processes supplemental pay.
- Responsible for workman's comp administration
- Processes maintenance bonuses and perfect attendance bonuses.
- Processes vacation for administrators and maintenance vacation carry over.
- Processes wage verification forms.
- Maintains check register log.
- Processes stale dated, stop payment checks and stop payment letters.
- Handles additional pay for administrators.
- Processes checks for outside agencies including courts, insurance companies.
- Prepares checks for distribution by school.
- Corrects errors on the calculation control printouts and stops overpayments and underpayments before printing checks.
- Posts BPR and bond reports.

- Handles voiding payroll checks.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Computer software on AS/400, including Microsoft Office Suite
- Statutory compliance with Federal, State, and local wage payment guidelines.

Skill in:

- Interfacing with mainframe system and manipulating employee data as required.
- Operating various office equipment such as personal computer, calculator, copier.
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Communicate, using excellent skills.
- Work under pressure and maintain confidentiality.

EDUCATION AND EXPERIENCE

Bachelor's Degree preferred. Three (3) to five (5) years payroll experience required. Knowledge of department of labor, federal and state payroll laws. Experience in k-12 school corporations preferred.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Certificates & Licenses

- Fingerprinting/Background

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER

