

# CLARKSVILLE COMMUNITY SCHOOL CORPORATION

## NOTICE OF VACANCY

### Deputy Treasurer/Payroll Specialist

#### **PURPOSE:**

- Serves as Payroll & Benefits Specialist for the School Corporation and assists the Corporation Treasurer as needed

#### **BENEFITS:**

- Competitive Insurance Package
- Life Insurance Coverage
- LTD and Workman's Compensation Coverage
- Sick and family illness leave
- Bereavement, personal and vacation leave
- PERF Retirement

#### **SALARY:**

- Negotiable
- 12 month/40 hours a week

#### **QUALIFICATIONS:**

- Extensive knowledge of payroll function including preparation, balancing, internal control and payroll taxes
- Excellent organizational skills and attention to detail
- Proven analytical and problem-solving skills
- Excellent written and oral communication skills
- Responsive team player with ability to quickly prioritize among numerous pressing tasks
- Proficient in Microsoft Excel and Word
- Previous experience working in a K-12 business office (preferred)
- Willingness to work in an environment with evolving/changing processes and responsibilities
- Ability to maintain discretion and confidentiality in all matters
- Willing to obtain IASBO certifications as needed

#### **ESSENTIAL FUNCTIONS:**

- Prepares a timely and accurate biweekly payroll for all employees in the school corporation
- Prepares biweekly and monthly vendor checks and electronic payments for all voluntary withholdings, 403B, garnishments and insurance liabilities for the school corporation
- Assumes primary responsibility for the creation and filing of all required, monthly, quarterly, and annual reports and payments associated with the payroll, both internal and external, including taxes, W2 preparation, Teachers' Retirement Fund and Public Employee Retirement Fund, Doculivery and Direct Deposit and Everify
- Keeps current on employment laws affecting hours of work and pay and applies this information in the calculation of time records
- Maintains accurate payroll records in the computer system and on paper and creates the backup files that prevent accidental loss of records
- Assumes responsibility for preparing and verifying all salary contracts and statement of benefits
- Assists other central office employees when the workload demands

- Assists all new employees by creating all employee records relative to payroll and payroll deductions
- Assists in the preparation of various reports and applications as related to payroll functions, along with reporting in Gateway
- Develops and maintains a working knowledge of the accounting and personnel functions of the central office and assists in those functions when necessary
- Serves as a liaison for the school corporation to all providers of benefit programs
- Manages the employee participation in health, life, and long-term disability, dental and vision insurance matters and 403B, including Section 125 enrollment and benefits
- Advises the Superintendent and school board on health, life, and long-term disability, dental and other insurance matters
- Processes all claims relative to workers' compensation
- Maintains records for certified and classified sick leave bank enrollment and utilization for all corporation employees
- Maintains records for all retirees in regards to health, dental and vision enrollment information, along with assisting retirees with TRF & PERF applications
- Maintains billing records for Cobra and Retirees premiums for medical and dental insurance
- Assist employees with the completion of life, short and long-term disability insurance papers when necessary
- Assist employees with completing FMLA paperwork
- Serves as a backup to the Assistant to the Superintendent when away from her desk or out of the office
- Performs other duties as assigned by Superintendent

**Equipment used:** Computer, copier, and other office equipment

**Place where work is performed:** This work is performed on the employer's premises

**Application Process:** Resumes may be emailed to Jennifer Bishop, Assistant to the Superintendent and School Board, at [jbishop@clarksvilleschools.org](mailto:jbishop@clarksvilleschools.org), or hand delivered to the Administration Offices located at 502 Little League Blvd. For additional questions regarding this posting you may contact our office at 812-282-7753, Ext: 5003 between 8am-4pm Monday – Friday.

**Deadline to apply – December 1, 2022**

