



WE ARE HIRING A: Payroll Administrator

Job Duties

Prepares and processes bi-weekly payroll for over 700 union and non-union employees. Utilizes systems to meet District needs and follows best timekeeping and payroll practices. Provides training needed in order for timekeeping and payroll system users to operate at highest efficiency level possible. Performs other duties of a similar nature as may be required.

Job Requirements

Education

Candidate must possess an Associate degree, preferably in Accounting or a closely related field **OR** the candidate must have completed significant coursework towards a Bachelor degree, from a 4-year degree program, in a declared major within a related field. ADP Payroll Specialist certification preferred.

Experience

Four (4) years experience with electronic timekeeping and payroll systems, such as Kronos and ADP.

Critically analyzes data, detail-oriented, systematic and organized, team-oriented with excellent problem-solving/judgment skills.

Candidate must possess knowledge of payroll and tax laws and regulations.

Experience with Ohio Public Employees Retirement System preferred.

Proficient in use of Microsoft Word and Excel, Kronos and ADP, or other comparable systems. Ability to multi-task and prioritize.

Salary Information

Typical Hiring Salary Range: \$53,817 - \$67,272
Full Salary Grade: \$53,817 - \$80,726

Interested? Please apply today: neorsd.org/careers

Questions: dalrymplej@neorsd.org