



Job Posting
Payroll and Accounting Specialist
Vicksburg Community Schools
12/15/2025

Position Summary

The Payroll and Accounting Specialist is responsible for managing all aspects of payroll processing, reporting, and compliance for the Vicksburg Community Schools district. This position ensures that all district employees—hourly, salaried, exempt, non-exempt, and contractual—are compensated accurately and on time in accordance with district policies, negotiated agreements, and federal and state regulations. The Payroll Coordinator maintains accurate payroll and benefits records, oversees retirement reporting, supports annual audits, and provides exceptional customer service to staff and administrators. This is a full time, non-bargaining, 12-month position offering a competitive salary and comprehensive benefits. Regular work hours are 7:30am – 4:00pm.

Responsibilities

- Manage and guarantee the bi-weekly disbursement of payroll for all district employees, including hourly, exempt, non-exempt, and contractual staff.
- Manage workflow to ensure payroll transactions are processed accurately and timely.
- Responsible for all aspects of retirement reporting with the Office of Retirement Services (ORS), including biweekly reports, new hire elections, reform compliance, and retiree final reports.
- Enforce established payroll-related policies, procedures, and regulations.
- Maintain and update Skyward Finance and PAC, the district's online time management system.
- Process all payroll and insurance-related documentation to ensure accurate deductions, including HSA contributions.
- Process union dues, tax payments, garnishments, child support, and other deductions as required.
- Ensure compliance with IRS regulations, including retirement, health insurance, 403(b), and Section 125 plan deductions.
- Process and manage all aspects of direct deposit, including payroll deductions, ACH file processing, and submissions to financial institutions.
- Monitor and reconcile positive pay exceptions with the district's bank.
- Process additional earnings such as stipends, Schedule B payments, board-paid annuities, expense reimbursements, and earning adjustments.
- Prepare and submit quarterly unemployment and 941 tax returns (federal, state, and FICA).
- Perform all calendar year-end functions, including W-2 processing and reconciliation.
- Assist with the District Annual Audit and Worker's Compensation Annual Audit by providing required documentation and reports.
- Identify and report potential payroll discrepancies, compliance issues, or over-expenditures.
- Regular and reliable in person attendance is an essential function of the position.
- Perform other related duties as assigned by administration.

**The above duties and responsibilities are intended to be representative of the nature of the work by this position. The listing is not all-inclusive.*

Qualifications

- High school diploma or equivalent is required.





- Associates degree in Accounting, Business and Finance preferred.
- Minimum 2 years of experience in payroll, experience in payroll processing in an educational organization preferred.
- Ability to work cooperatively and professionally with colleagues, administrators, and staff.
- Strong commitment to providing exceptional customer service.
- Effective oral and written communication skills.
- Ability to work independently with accuracy and exercise sound judgment.
- Capacity to manage multiple tasks in a fast-paced environment with accuracy and attention to detail.
- Maintain confidentiality in accordance with HIPAA and FERPA regulations.
- Ability to verify bank accounts and complete related banking transactions.
- Competence in collaborating with auditors and administrators to provide accurate and timely information.
- Ability to identify and report potential over-expenditure of Board funds.
- Strong organizational, analytical, and problem-solving skills.
- Demonstrates initiative and adaptability when assigned multiple responsibilities.
- High degree of efficiency, accuracy, and accountability.
- Must pass background checks and comply with state and district requirements for working with students.

Physical Requirements

- Ability to stand, bend, reach, sit and move about the building as assignment requires.

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

Notice of Non-Discrimination: The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Please apply online at <https://jobs.redroverk12.com/org/vicksburgcs>. Any questions please reach out to Erin Veldt, Human Resources Director.

