Payroll Specialist

Post Date: March 29, 2018
Category: Non-Affiliation, Non-Administration Contract
Salary: $50,000-$60,000 (based on experience)
Deadline Date: Until filled

Interviews: TBA
Board Approval: TBA

Applications, including resume, proof of certification(s), and other applicable documents must be submitted using our website at www.airportschools.com > General Information > Employment

Questions regarding this opening or other human resource related topics may be directed to Andrea Heiden at aheiden@airportschools.com

Days/Hours: Full-Time; 12 months
Report to: Chief Financial Officer (CFO)

Qualifications:
● Minimum, a Bachelor Degree in Accounting preferred
● Minimum of a 3.0 GPA in Major
● Minimum of two (2) years’ experience in an accounting/payroll position preferred
● Proficient in an accounting related software
● Proficient in Microsoft Excel/Word
● Evidence of good interpersonal skills with colleagues
● Demonstrate leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents

Essential Functions and Duties
1. Performance Responsibilities
   ● Reports to the CFO on the accounting affairs of the district and recommends changes and improvements as needed.
   ● Understands Governmental Fund Accounting and maintains all payroll records in accordance with GASB.
   ● Processes payroll for the district and all necessary IRS, State Tax and ORS (retirement) reports related to payroll.
   ● Provides all salary information for budget preparation and negotiations while maintaining a high level of confidentiality.
   ● Responsible for reconciling all insurance billings in the financial software.
   ● Responsible for all of the recording of payroll information into the General Ledger and timely payment of employee deductions.
   ● Assists the CFO in the compilation of all audit work papers for the District’s Annual Financial Audit.
   ● Prepares all Journal Entries needed to maintain Payroll Accounts.
   ● Responsible for processing all 403b requests and uploads to the District’s third party consultant.
   ● Expected to attend all County-wide meetings for payroll/accounting updates.
   ● Prepares W-2’s and Annual Wage Reports.
   ● Attends Budget and Finance Committee meetings when requested.
   ● Reconciles general ledger to payroll 941’s for workers’ compensation audits.
   ● Provides “New Employee” orientation regarding all Federal/State & ORS taxes.
   ● Works in conjunction with the Human Resources Department to assist in the employment hiring process.
   ● Works in conjunction with the Director of Educational Services regarding Federal and State Grant Administration.
   ● Evaluates payroll processes to maximize efficiency and effectiveness.
2. **Participate in Professional Growth Opportunities**
   - Participate in ongoing professional growth provided by the District
   - Participate in school/professional and/or community organizations or events
   - Seek professional development outside the organization for continued growth
   - Maintain certification and endorsement renewals timely
   - Develop strategies to achieve organizational goals
   - Set and achieve challenging goals; try new things; demonstrate persistence and overcome obstacles; measure self against standard of excellence; take calculated risks to accomplish goals
   - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others
   - Prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize and schedule other people and their tasks; develop realistic action plans
   - Ability to deal with frequent change, delays, or unexpected events; Change approach or method to best fit the situation;
   - Follow policies and procedures; complete administrative tasks correctly and on time.
   - Support organizational goals and values

3. **Demonstrate Professionalism**
   - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
   - Treats people with respect; keep commitments; work with integrity; be ethical; uphold organizational values
   - Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions, with research/proof to back-up those decisions; include appropriate people in decision making process; make timely decisions
   - Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments
   - Exhibit confidence in self and others; inspire and motivate others to perform well; effectively and positively influence actions and opinions of others; accept feedback from others; give appropriate recognition to others
   - Communicate effectively and professionally with colleagues, parents, and students
   - Use of electronic communication such as Twitter, Facebook, or other forms of social media will be conducted professionally and respectfully to self and others

4. **Follow the District policies and procedures**

5. **Know and understand your contract**

6. **Support the District goals**

7. **Perform other duties as assigned by District administrators**

**Work Provisions**
The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

**Physical Demands**
Reasonable accommodations can be made to enable individuals with disabilities to perform the essential function of the position.