

POSITION ANNOUNCEMENT

6/6/2018

ACCOUNTANT - Payroll

The Jackson City School District is seeking an Accountant III in the Treasurer's Office. This full-time position is offered with a comprehensive benefit package including health insurance, retirement, life and disability insurance, paid leave, and all other benefits associated with full-time employment.

POSITION SUMMARY:

Under general supervision, position performs various accounting duties with a primary focus on payroll (but not limited to) the following:

- Responsible for time/attendance for employees for payroll processing.
- Managing compensation paperwork and posting compensation for new hires, current staff and issuing paychecks.
- Filing and maintaining necessary payroll reports including but not limited to retirement and tax filings.
- Provide accounting support the Treasurer/CFO in Accounts Receivable, Accounts Payable, and Reporting.
- Process insurance enrollments and other voluntary and involuntary deductions for staff.
- Backup for converting requisitions to POs, processing weekly accounts payable for food service, maintenance and issuing payments, utilities, and asset management.
- Other duties as assigned by the Treasurer/CFO and/or Board of Education.

MINIMUM QUALIFICATIONS:

- High school graduate
- Prefer post graduate training in accounting, math or other related field
- Work experience with daily computerized accounting responsibilities that include revenues and expenditures, and financial reporting. Preference will be given for actual experience with and knowledge of USAS, USPS, and Ohio public school accounting systems, and familiarity with working with negotiated union agreements.
- Proficient in MS Word & highly skilled in MS Excel
- Punctual and dependable in reporting to work
- Demonstrate good interpersonal skills when working with other staff
- Detail oriented, organized and aptitude for numbers
- Trustworthy and ethical

REPORTS TO:

Treasurer

APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter (detailing their interest and qualifications), updated resume, and the names and contact information of at least three references to:

Ms. Rachel D. Strawser
Treasurer
Email: rstrawser@jcs.k12.oh.us