

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	PAYROLL COORDINATOR	REPORTS TO:	Treasurer
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- TRAINING QUALIFICATIONS**
- High school diploma or GED equivalency
 - Pass a series of typing, word processing and grammar tests
 - High level of proficiency and office experience including desktop publishing, editing and Microsoft Office Suite skills
 - Experience using and supporting employee information systems and a wide variety of office equipment
 - Business school training or previous experience in accounting
 - Key punch and/or computer experience
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable

- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to specific job functions, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for one's own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions when required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a good attendance record
 - Promotes good social relationships as well as promotes good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL To maintain records of the school district as required by the Board of Education and the State of Ohio

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 4.30

- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

PSAA UNION STATUS: Exempt

DUTIES AND RESPONSIBILITIES

1. Has responsibility for payroll operation for support services employees that includes, but is not limited to, the following:
 - a. Verification of hourly and annual salaries
 - b. Preparation of individual earnings data for computer input
 - c. Maintenance of records on individual payroll deductions
 - d. Actual processing of payroll from time sheets and computer files
 - e. Maintenance of various leave records
 - f. Preparation of reports pertaining to payroll, i.e., taxes, tax sheltered annuities, OBES
2. Verifications of employment
3. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form
4. Assists with typing routine reports, correspondence, notices, etc.
5. Assists other district office personnel when needed
6. Prepares special education reports
7. Maintains health, life, and dental insurance rosters
8. Prepares reports and submits premium payments for health, life, and dental insurance
9. Performs other specific duties as assigned by the treasurer

TERMS OF EMPLOYMENT	260 contract days
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