

Riverside Local School District

Job Postings/Vacancies
2021 – 2022 School Year

Date: November 23, 2021

Title: **Full-Time Payroll and Benefits Specialist** – Central Office (12-Month Position)

Qualifications: High School Diploma. Demonstrated and proven record of leadership and success in accounting, finance and payroll matters as exemplified by the following areas: preparation of payroll, tax reporting, SERS and STRS experience; demonstrated and proven accounting experience in a school district or similar environment; USAS and USPS experience; preferred knowledge and familiarity with Microsoft Excel and Word.

****Preferred Accounting/Finance Degree***

Responsibilities
and Skills

Required: Ability to perform the payroll preparation for all staff;
Ability to perform all tax reporting for District payroll (Federal, State, City);
Ability to lead the deductions process for District payroll;
Ability to maintain and document all leaves (sick, personal, vacation);
Ability to coordinate with and direct payroll staff;
Ability to competently complete projects assigned by the Treasurer;
Ability to provide necessary support to the Treasurer with payroll matters.

Reports to: Treasurer

Terms of
Employment: Initial contract, one-year; additional employment in compliance with O.R.C. Section 3319.081(A).

Funding: General Fund, Salary based on experience.

Limitations: As outlined in District Policy, including but not limited to, the Riverside Local School District Confidential and Exempt Employees Handbook.

All requests for consideration should be sent to Mr. Gary Platko (Gary.Platko@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 p.m. December 2, 2021.

M. Aliff
11/23/2021
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