



Board of Education

Pride and Dedication; Excellence in Education

365 SanduskySt.
Plymouth, Ohio 44865
419-687-4733
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plymouthshilohsd.org

NOTICE OF POSITION VACANCY

Position: Administrative Assistant-Payroll (full-time 12-month/260-day contract)

The district is seeking to fill the position of Administrative Assistant-Payroll. The Assistant will be responsible for a broad scope of fiscal duties within the district including, but not limited to, assisting in the management of the daily activities of the Treasurer's Office, bi-weekly payroll, monthly closing, posting and balance of receipts, health insurance, grants and other duties as assigned by the Treasurer. This position requires the strictest of confidentiality in all aspects of its operation.

Minimum Requirements:

- Associate degree in finance/accounting or equivalent work experience, Bachelor's degree preferred.
- Experience in payroll processing.
- Proficient in Microsoft Excel and Word.
- Experience with State Software (Redesign; USAS, USPS, EIS).
- Detail oriented with strong organizational and analytical skills.
- Demonstrate the ability to communicate effectively with administration and staff.
- Ability to collaborate with others while maintaining confidentiality.
- Forward thinker who continuously seeks ways to improve accuracy and efficiency.
- Ability to prioritize workload to meet deadlines and periods of peak demand.

Essential Responsibilities, including but not limited to:

Assist the Treasurer in all phases of school accounting procedures including but not limited to: Payroll, Accounts Payable/Receivable, bank reconciliations, daily banking, and reporting.

- Prepare accurate bi-weekly payroll for district.
- Complete all necessary tax reporting as well as all required monthly, quarterly, and annual payroll reports.
- Liaison between staff and third-party administrator of insurance and annuity (403b/457) programs.
- Additional duties as assigned by Treasurer.

Salary: Placement on salary schedule based upon education, experience, and licensure.

Persons wishing to be considered for this position should submit a letter of interest, an updated resume and complete the district classified application (which can be found on the districts website www.plymouthshilohsd.org) to Tracy Konik, tkonik@plymouthk12.org no later than April 24, 2024.

FILING DEADLINE: April 24, 2024 (or until position is filled)

TENTATIVE START DATE: June 3, 2024, or sooner.

Preference will be given to those individuals possessing a degree in Finance, Accounting or Business; Treasurer's license, strong computer skills, payroll experience, proficiency in Microsoft Excel and Word, experience with USAS, USPS, EIS; and experience in the field of governmental accounting or school finance.