

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

**1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent**

NOTICE OF VACANCY

TITLE OF VACANCY: Payroll Technician II **DATE:** May 22, 2018

LOCATION OF POSITION: Department of Business Services – 530 W. Reynolds

DAYS PER YEAR: 260 (includes 15 paid holidays) **HOURS PER DAY:** 8

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position

REQUIREMENTS:

1. Associates degree in business/accounting or a minimum of 4 years of job experience in payroll or accounting: prefer experience in a school district or governmental setting
2. Neat appearance, telephone and office etiquette, interest in public schools and children
3. Must be a team player who has a good attendance record, excellent public relations skills, written and verbal communication skills and be a self starter
4. Excellent math skills with ten key calculator and data entry experience
5. Ability to handle multiple tasks, set priorities and meet deadlines in a high-volume, fast paced environment.
6. Must maintain high degree of confidentiality
7. Excellent organizational skills with attention to details and a commitment to excellence.
8. Proficiency with Microsoft Word and Excel programs
9. Ability to lift and carry minimum of 25 lbs.

SPECIFIC RESPONSIBILITIES:

1. Perform all duties as assigned in a timely, accurate and professional manner. Respond to all employees and users of payroll information with the highest level of service.
2. Establish and maintain all payroll employee information: i.e. deductions, docks, sick, vacation and personal days, etc. Calculate paychecks, prepare replacement checks, voided checks.
3. Responsible for accurate and timely processing of bi-weekly and special payrolls, including all functions necessary to ensure payroll is completed to the highest level of accuracy and integrity and in compliance with internal policies, procedures and government regulations.
4. Stay current with State and Federal employment regulations.
5. Prepare and adjust annual Teachers Retirement reports.
6. Assist with the workload of other payroll personnel as needed or in their absence.
7. Interaction with technology, human resources, budgeting and accounting divisions.
8. Perform other duties as assigned

FILING DATE DEADLINE: May 29, 2018 **APPOINTMENT DATE:** July 2, 2018

SALARY: Commensurate with experience

SELECTION PROCEDURE: Application, Interview, Selection

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid vacation and holidays

Please refer application and resume to:

Gina McLaughlin-Schurman
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

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