



NOTICE OF VACANCY

DATE: June 5, 2019

TITLE OF VACANCY: Payroll & Budget Manager

LOCATION: Administrative Services Center
530 West Reynolds

DAYS PER YEAR: 260, Including 15 Paid Holidays

HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration, or finance
2. Experience with financial general ledger software, spreadsheets, and word processing
3. At least five years of progressive payroll experience for a large employer
4. Experience with governmental fund accounting and budgeting.
5. Strong interpersonal and organizational skills
6. Experience with banking and cash accounts

PREFERRED REQUIREMENTS:

1. Experience in Illinois School District Business Operations
2. Supervisory experience overseeing a payroll team
3. Master's Degree in Business Administration or Accounting, or Finance

SPECIFIC RESPONSIBILITIES:

1. Supervise/oversee the payroll operations of the District
2. Supervise/oversee a department of four payroll team members
3. Manage the preparation and monitoring of annual district budget
4. Assist with preparation for and participation during the annual financial audit and other audits as performed by outside agencies
5. Assist in oversight of all District benefit programs, including health insurance, 403b, flex plans, life insurance, dental insurance, etc.
6. Plan for continual improvements of the efficiency and the effectiveness of the Payroll Department personnel as well as provide individuals with professional and personal growth
7. Participate in workshops, conferences, and/or other activities designed to maintain knowledge and skills regarding educational management, employee supervision and other matters pertaining to effective management
8. Apply proper accounting techniques and procedures to District payroll in accordance with generally accepted accounting principles and the Illinois Program Accounting Manual
9. Assist with the preparation and maintenance of various school district fiscal policy and procedure manuals in collaboration with the Director of Business Services
10. Oversee timely payment and reporting of all payroll vendors including IRS, IDOR, IDES, TRS, IMRF, etc.
11. Oversee self-insured workers comp and unemployment plans
12. Other duties as assigned

APPLICATION DEADLINE: June 21, 2019

APPOINTMENT DATE: Upon Board Approval

SALARY: Salary Commensurate with Experience

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER