

Job Vacancy

Title/Position: Part-time Backup Financial Specialist

Start Date: June 1, 2018

Job Description: This position will provide backup to our current payroll. We currently do not have a back-up person to run payroll. This person will also train in the area of Human Resource. Budget advising will also be a component of the job.

Qualifications:

- Experience in running payroll for organization this size
- Experience and knowledge with financial and payroll software
- Experience in completing and processing State forms and reports
- Knowledge of internal controls
- Experience in Insurance
- Experience in Retirement Plans
- Experience in Tax Forms
- Experience in Employee Contracts
- Knowledge and Experience in using Gateway and working with DLGF
- Knowledge and Experience with State Board of Accounting Guidelines
- Computer skills—Excel, Word
- Strong organizational skills
- Excellent Communication skills
- Bonded

Terms of Employment:

- Part time 3 days/week
- Based on experience

Reports to: Corporation Treasurer and Superintendent

Application Timeline and Process:

Please submit a resume (including 3 professional references) and letter of interest to Dr. Annette Zupin, Superintendent at azupin@njsp.k12.in.us
Deadline is April 27. Interviews will begin the first of May.

NORTH JUDSON - SAN PIERRE SCHOOL CORPORATION
JOB DESCRIPTION

JOB TITLE: Part-time Back up Financial Specialist

SALARY LEVEL: Commensurate with experience

REPORTS TO: Treasurer/Superintendent

CLASSIFICATION: Commensurate with experience

OBJECTIVE OF POSITION: This position will provide backup to our current payroll. We currently do not have a back-up person to run payroll. This person will also train in the area of Human Resource. Budget advising and assistance will also be a component of the job.

ESSENTIAL FUNCTIONS include the following. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serve as Corporation Back up Payroll Manager
2. Promote a professional image of the school corporation.
3. Periodically, process Corporation payroll, including electronic transmittal of all tax and payroll liabilities, TRF and PERF reporting, maintaining and updating employee payroll files, deductions and distributions.
4. Assist the Business Manager with the development of the budget.
5. Assist with computing and processing all contracts and revisions, including ECA, and addendum with Business Manager.
6. Assist with grant applications, financial requests, and reports.
7. Train/Mentor Deputy Treasurer in area of HR.
8. Maintain and update job description as role changes with time.
9. Maintain a positive relationship with other staff, parents, and students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Acceptable expanded background check and acceptable I-9 employment verification documents validated through eVerify.

- Experience in running payroll for organization this size
- Experience and knowledge with financial and payroll software
- Experience in completing and processing State forms and reports
- Knowledge of internal controls
- Experience in Insurance
- Experience in Retirement Plans
- Experience in Tax Forms
- Experience in Employee Contracts
- Knowledge and Experience in using Gateway and working with DLGF
- Knowledge and Experience with State Board of Accounting Guidelines
- Computer skills—Excel, Word
- Strong organizational skills
- Excellent Communication skills
- Bonded

PHYSICAL ABILITY: While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk, and hear. The employee must occasionally lift and/or move up to 50 pounds.