

# Salem City School District

**Position:** Payroll Clerk  
**Posting Date:** February 28, 2025  
**Posting Deadline:** Until Position is Filled  
**District:** Salem City Schools

**JOB DESCRIPTION:** The Payroll Clerk will be responsible for processing regular and special district payroll operations.

**QUALIFICATIONS:** Must possess an Associates Degree or equivalent and valid drivers license. Experience with state financial software (USPS), computerized generated accounting procedures, skill with general office machines (e.g. computers), and bookkeeping skills. Good health, attendance and high moral character. Must be accurate, efficient and capable of handling detailed work assignments. Ability to get along and communicate with staff, administrators, public and others.

## **RESPONSIBILITIES:**

- Maintain all employee records in files and electronically.
- Compute salaries for all staff.
- Prepare contracts and salary notices as needed.
- Process timesheets for payroll.
- Process payroll semi-monthly, including deduction checks and electronic deposits.
- Responsible for School Employee Retirement System (SERS) new and terminated employees forms and monthly reports.
- Responsible for State Teachers Retirement System (STRS) new and terminated employees forms and monthly reports.
- Maintain the AESOP substitute calling system – Leave Records.
- Assist the Auditors and the GAAP consultants.
- Provide information to lending institutions as requested by the employee.
- Maintain annuity and other deduction records.
- Prepare OBES reports.
- Responsible for COBRA notification as required.
- Process payroll forms for new employees, including health insurance.
- Responsible for Petty Cash Fund.
- Responsible for staff EMIS information.
- Reconcile Payroll and Operating bank statements.
- Assist in performing background checks
- Demonstrates the ability to organize tasks to completion.

- Identifies, analyzes, and solves problems.
- Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the school building.
- Perform other duties as assigned by the Treasurer and Superintendent.

**Salary:** Commensurate with Experience

Qualified candidates can find an application via the school's website [www.salemquakers.org](http://www.salemquakers.org) and submit application, resume with applicable licensure to the Treasurer's Office or via email to Michael Douglas at [douglasm@salem.k12.oh.us](mailto:douglasm@salem.k12.oh.us).

Attn: Michael Douglas, Treasurer  
Salem City School District  
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