

SHARED PAYROLL SPECIALIST

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Shared Payroll Specialist	Full-Time 5 days/week 8:00 a.m. to 4:00 p.m.	Until Filled	As Soon As Possible	Auglaize County ESC and Midwest Regional ESC office locations	Experience with payroll and state software redesign preferred. Must have a high school diploma or equivalent.

If you have questions regarding the position and/or building assignment, please contact Keith Thomas, Treasurer at:

kthomas@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

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Title:	Shared Payroll Specialist
Reports to:	Treasurers of Midwest Regional ESC and Auglaize County ESC
Compensation:	Per Board approved salary schedule.
Job Objectives:	Serve as the assistant to the Treasurer. Perform financial accounting, accounts payable, billing, inventory, and payroll systems. Administer the ESC's financial affairs to provide the highest quality of educational services with the resources available. Comply with the statutory responsibilities cited in the Ohio Revised Code. Carry out the regulations of the state auditor, Ohio Department of Education, and other state, local, and Federal agencies. Comply with all policies of the governing board. Work cooperatively with the ESC employees, customers, and general public. Provide other administrative support services the Treasurer requires.
Minimum Qualifications:	<ul style="list-style-type: none">-Experience working in fiscal office.-Familiar with state software and related reports.-Meet all health requirements mandated by law (e.g., a negative tuberculosis test, etc.).-A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.-Proficient in computerized accounting procedures and the compilation of statistical data.
Responsibilities and Essential Functions:	<p>The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">-Be accountable to the Treasurer for the receipt, safekeeping, and distribution of all ESC funds.-Follow internal controls and maintain a system to provide a detailed record of all financial transactions.-Work cooperatively with independent auditors.-Maintain a complete and systematic set of financial records.-Ensure the safe retention of records for the maximum period specified by board policy and state law.-Keep the Treasurer informed about the ESC current financial activities and emerging needs (feedback).-Process transactions timely, accurately, and based on documentation.-Follow the Board policies, internal controls, and direction of the Treasurer.- Ability to learn from the payroll specialist.-Able to assist districts with their payroll processing on a limited basis.-Collect all pertinent fiscal data.-Ability to meet deadlines-Investigate unique situations as directed by the Treasurer.-Maintain complete and accurate personnel files for all employees.-Preparation of payrolls and authorized deductions.-Maintain all payroll related records.-Prepare severance pay calculations.-Timely complete reports for local, state, and Federal agencies.-Prepare annual salary notices.-Prepare annual Form W-2s.

- Prepare personnel contracts and supplementals.
- Provide/mail W-2s, signed contracts, and signed salary notices to employees.
- Process employees benefit programs (e.g., medical/dental/life/vision insurance, COBRA, Workers' Comp, etc.).
- Provide paperwork to new hires and follow-up on obtaining the completed paperwork.
- Processing of employee insurance plans.
- Attend meetings as requested by the Treasurer. Report meeting discussion to the Treasurer.
- Analyze questionable invoices.
- Place orders as necessary.
- Maintain an appropriate filing system to document all activities.
- Maintain applicable files, correspondence, emails, etc.
- Timely invoice based on proper support.
- Maintain records for audits in accurate and presentable form (e.g., vouchers, accounting and payroll records, inventories, etc.).
- Prepare and maintain applicable files and reports for unemployment and workers' compensation programs.
- Participate as an active member of the ESC Treasurer's team.
- Receive questions, requests, and complaints. Respond to concerns promptly, accurately, and tactfully.
- Respect the personal confidences and privacy needs of individuals.
- Properly use the state software, ESC forms, HR Kiosk, and email.
- Use the out of office option when out for more than one day.
- Participate in a variety of professional growth activities to keep current with advances in accounting and financial management as requested by the Treasurer.
- Display personal integrity, respect, and courtesy to all.
- Flexibility in performing tasks due to the absence of others.
- Perform other specific job-related duties as directed verbally or in writing by the Treasurer.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Skillfully managing individual, group, and organizational interactions.
- Expressing ideas effectively using verbal and writing skills.
- Using interpersonal skills to promote a favorable image of the ESC.
- Collecting, analyzing and interpreting information. Formulating accurate conclusions.
- Carrying out appropriate actions independently.
- Organizing and managing time effectively.
- Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Processing and maintaining financial records.
- Ability to travel to meetings and work assignments at ESC offices and districts, as needed.
- Attendance based on job calendar unless leave is approved.
- Work as a team player within the Treasurer's office and ESC.
- Potentially work at our districts in a short-term basis to provide payroll processing support.
- Ability to learn state Redesign software.
- Use judgment in personnel related issues and items of privy.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the ESC.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.