



## School District of Niagara – Vacancy Notice

### Payroll and Accounts Payable Specialist

Deadline: Until Position is Filled

The School District of Niagara is seeking an applicant for a **Payroll and Accounts Payable Specialist** position for 40 hours per week / 260 days per year.

Responsibilities:

This position has primary responsibility to prepare the district payroll and all related reporting requirements. This position will also support the business office operations and perform accounting and administrative duties.

Essential Job Functions:

1. Bi-weekly Payroll Processing – Receives timesheets, reviews for accuracy and completeness, enters data into payroll system, and processes district payroll ensuring the employees are paid accurately and on time and in compliance with labor laws and tax regulations.
2. Payroll Reporting – Prepares and files W-2's and other annual and quarterly reports required by the district, state, and federal government.
3. Payroll Reports – Analyzes and checks for accuracy.
4. Payroll System Maintenance – Enters employee information and maintains all payroll related items and information within the system.
5. New Hires and Employee Terminations – Processes newly hired employees and terminated employees.
6. Payroll Rules and Regulations – Keeps current with changes to payroll rules and regulations.
7. Communications – Answers employee questions, verifies employment for staff with banks and outside agencies, prepares written reports as requested.
8. Benefit Administration – Assists with benefit open enrollment, qualifying events, COBRA and FMLA.
9. Bank Deposits – Records bank deposits into Skyward software.
10. Accounts Payable – Processes invoices and prepares vendor payments.
11. Purchasing – Procures materials and supplies for district departments.
12. Assists with other functions and duties as requested or assigned.

Qualifications:

1. Education – Associate or Bachelor's Degree in Accounting, Human Resources or a related field, or similar experience.
2. Knowledge of state and federal wage and hours laws and withholding requirements.
3. Minimum of three years of prior payroll experience, preferably in a school setting.
4. Experience with spreadsheets computerized financial software.
5. Experience in payroll processing and databases.
6. Ability to maintain confidentiality with Financial and Human Resources information.
7. Detail-oriented, with exceptional time management and strong organization skills.

Competitive pay based on experience.

Applicants must submit cover letter, resume, and references to Nathaniel Burklund, Superintendent, 700 Jefferson Ave, Niagara, WI 54151.

*The School District of Niagara is an equal opportunity employer.*