

Payroll Processor/HR Director

Position Type: Public School Payroll Processor/HR Director

Date Posted: 2/27/2025

Location: 2655 Oakstone Dr., Columbus, OH 43231

Position Description

The position is to fulfill a variety of duties which include processing of public school payroll semi-monthly, as well as all employment tax filings (semi-monthly, quarterly, etc.); some human resource duties with regard to district staff, hiring, and benefits; administrative assistant responsibilities and projects as assigned by the Superintendent and/or Fiscal Officer.

Qualifications/Professional Credentials

- Bachelor's degree in related field or equivalent combination of training and related experience
- Preferably a minimum of 5 years' experience working with payroll (previous experience in a public school district is preferred) and HR related activities

Knowledge, Skills and Abilities (KSA)

- Familiarity with state software for Ohio school districts (USPS/Redesign through META solutions)
- Proficient with Microsoft Office products (Word and Excell) and Google Products and programs/applications
- Ability to handle confidential matters, set priorities, and work well under pressure
- Superior attention to detail
- Demonstrate commitment to continuous improvement
- Excellent problem-solving skills
- Ability to take initiative and work independently with minimal supervision
- Proactive communicator
- Ability to write routine reports and correspondence, create charts/graphs to show comparisons of benefits, salaries, or other related information
- Ability to speak effectively with outside parties and district staff
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to handle disgruntled employees

Essential Functions of the Position:

- Assist administrators in recruitment, hiring, and terminations
- Issue appropriate contracts to new and continuing staff
- Manage all benefits, worker's compensation, and unemployment insurance
- Monitor and ensure compliance with all applicable local, state, and federal laws
- Maintain personnel files
- Process semi-monthly payroll for OCS employees, including entering all leaves of absence and, if applicable, related salary reductions.
- Process and monitor benefit services including, but not limited to, health, dental, vision, short- and long-term disability, basic life and voluntary life, section 125 cafeteria medical and dependent care plans, STRS, SERS, and Ohio deferred compensation 457 plan
- Ensure employees are entered into the payroll system; including personal information, benefits, taxes, retirement, calendar, payroll and account codes, direct deposit information, employer contributions, etc.
- Process and maintain remittance of deductions, employer share of benefits, employer taxes, retirement, as well as monthly or quarterly benefit or deduction remittances and tax filings
- Manage all required filings for payroll, taxes, benefits, retirement systems, etc.
- Distribute of pay stubs electronically, as well as maintenance of accrued leave balances
- Manage calendar year closing, generating/distributing W-2s, any required annual filings.
- Administrative duties as assigned by the Superintendent and/or Fiscal Officer to include communication with sponsor, maintain/prepare documents required for compliance by ODEW, maintenance of online systems and programs via Google, maintain/update the school website, monitor and ensure compliance within the Sponsor compliance network, electronically archive school records, as well as cover other administrative tasks or roles when needed, etc.

*Perform other duties as assigned by the Superintendent, Fiscal Officer, or their designees

Terms of Employment

Position start date: Immediate Need

Position is 20 - 30 hrs/week but could require additional hours during hiring and/or benefits seasons.

Salary: negotiable based on applicant experience and final determination of schedule.

Please submit resumes to Heather Kronewetter; hkronewetter@oakstonecs.org