

Transportation Budget, Payroll, & Finance Specialist

Lake Mountain School District is hiring for the position of Transportation Payroll, Budget, & Finance Specialist. This position manages the day-to-day payroll and financial operations of the Transportation Department, including payroll processing, budgeting, purchasing, billing, and financial recordkeeping. The specialist works closely with transportation staff, district departments, vendors, and schools to maintain accurate financial records, support department operations, and provide outstanding customer service. Preference will be given to candidates with experience in school transportation payroll and finance, particularly those with prior Alpine School District Transportation experience. Successful candidates will be detail-oriented, organized, dependable, maintain confidentiality, communicate effectively, and work well with others while providing excellent customer service.

Contract Details:

- 8 hours per day, 250 days per year
- Lane 15, Contract and Benefits
- Hourly rate: \$26.97 - 30.31 (based on experience)
- Open until filled
- Starting date: July 1, 2027

Transportation Supervisor Contact Information:

- Name: Doreen Rhoades
- Phone: 801-610-8852
- Email: drhoades@lakemtn.org

Essential Functions

- Processes payroll for Transportation employees, including timesheets, payroll adjustments, leave balances, direct deposits, benefit deductions, and other required payroll transactions.
- Maintains payroll records and documentation in compliance with district, state, and federal requirements.
- Researches and resolves payroll discrepancies, timekeeping issues, benefit deductions, and employee compensation questions.
- Coordinates payroll activities with Human Resources, Finance, supervisors, and other district departments to meet established payroll deadlines.
- Prepares payroll reports, journal entries, account reconciliations, tax reporting, retirement reporting, and other required financial documents.
- Maintains department budgets by monitoring expenditures, reconciling accounts, tracking balances, and preparing financial reports.
- Processes purchase orders, invoices, reimbursements, purchase card transactions, and vendor payments in accordance with district procedures.
- Prepares and reconciles billing for field trips, transportation services, and other department revenue sources.

- Maintains financial, payroll, personnel, and purchasing records in accordance with district policies and legal requirements.
- Assists with annual audits by preparing financial records, payroll documentation, and supporting reports.
- Compiles operational and financial data for state reimbursement reports, budget planning, grant reporting, and other required submissions.
- Maintains inventory of office supplies, forms, and other department materials.
- Responds to payroll, purchasing, billing, and financial inquiries from employees, vendors, schools, district departments, and the public.
- Research policies, procedures, regulations, and financial requirements to support accurate payroll and fiscal operations.
- Participates in department meetings, training workshops, and professional development activities.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

Preferred Qualifications & Experience:

- Associate's degree in Accounting, Finance, Business Administration, or related field.
- Minimum of three (3) years of progressively responsible experience in payroll, accounting, finance, bookkeeping, or business office operations.
- Experience processing payroll in a public sector, education, or government environment preferred.
- Experience with budgeting, purchasing, accounts payable, account reconciliation, and financial reporting.
- Experience in student transportation operations or transportation department finance preferred.
- Experience with Alpine School District transportation payroll, finance, or systems preferred.
- Strong knowledge of payroll regulations, accounting principles, and financial recordkeeping.
- Excellent organizational skills with exceptional attention to detail and accuracy.
- Ability to manage multiple deadlines while maintaining strict confidentiality.
- Strong customer service and communication skills with the ability to work effectively with employees, administrators, vendors, and the public.
- Advanced proficiency with spreadsheets, financial software, and business office technology.
- Bilingual / Second Language Proficiency Preferred

Requirements:

- High school diploma or equivalent.
- Criminal Background Clearance