

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

April 20, 2026

- Position:** Payroll Specialist (12-month position)
- Qualifications:**
- A minimum of 3 years of experience in payroll, preferably in a public school setting but not required
 - Proven knowledge of all payroll federal and state laws, regulations, and requirements
 - Ability to multi-task and meet deadlines
 - Highly organized and close attention to detail required
 - Excellent analytical skills along with excellent written and verbal communication skills
 - Strong work ethic, professional demeanor, and excellent attendance
 - Ability to exercise excellent independent judgment and discretion at all times
 - Proficient in Microsoft Office products, specifically Word and Excel
- Responsibilities:**
- Processes bi-weekly payroll in-house for over 1,300 full time and temporary employees
 - Responsible for employee payroll deductions, garnishments, taxation and employee time off processing
 - Maintains accurate, detailed records for all aspects of payroll and human resources
 - Processes certified staff contracts, including extra-curricular assignments in compliance with the Master Agreement and State statute
 - Possesses an excellent understanding of the payroll processing software
 - Completes all bi-weekly, month, quarter, and year-end payroll processes and reports, including processing garnishment payments, taxes, INPRS payments, W2s, etc.
 - Works closely with the support staff Payroll Specialist and Benefits Coordinator and acts as a back-up for the support staff payroll function
 - Supports district Substitute Coordinator as needed

Last Day for Completed Application Process: 3 p.m., Friday, May 8, 2026

Start Date: To be determined

Contact: *Submit online application with resume and cover letter at:*
www.brownsburg.k12.in.us
(Click on Employment, complete the Support Staff application)

Jodi Gordon
Executive Director of Human Resources
Brownsburg Community School Corporation
310 Stadium Drive
Brownsburg, IN 46112
PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator/Assistant Superintendent, BCSC, 444 East Tilden Drive, Brownsburg, IN 46112.