
**CUYAHOGA FALLS CITY SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Payroll Specialist
Reports to: Treasurer/CFO
Employment Status: Regular/Full-time
FLSA Status: Exempt

Description: Function as support staff person responsible to process routine and special payments to vendors; maintain records associated with the payments process; submit required reports. Independently performs clerical of a technically difficult and diverse nature often requiring interpretation of policies, procedures and regulations to resolve questions or determine a course of action. Assigned duties involve frequent interaction with senior level administrators, students, staff members and the public.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

1. **Job Knowledge:**

- Overall knowledge of duties and responsibilities required for current job or position
- Perform responsible secretarial and administrative duties to relieve the Treasurer/CFO of a variety of administrative details; interpret policies and regulations to officials, staff and parents; maintain confidentiality of privileged and sensitive information

2. **Quality of Work:**

- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, and other materials; format, edit and proofread written materials for accuracy, completeness and conformance with applicable rules, regulations and procedural requirements as directed by the Treasurer/CFO
- Gather and compile information for records, perform routine calculations and maintain records and files

3. **Productivity:**

- Prepare information to be submitted for approval of the Board of Education
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, and other materials;
- Attend meetings, workshops, training sessions and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions
- Perform other related duties as may be assigned by the Treasurer/CFO

4. **Human Relations**

- Establish and maintain a positive work climate; promotes a culture of caring.
- Display sincere interest in assisting other employees and interacts well with students, staff and community

Qualifications:

- High school diploma; acceptable report on required BCII/FBI background investigations;
- Three or more successful experience in payroll duties and/or general accounting
- Knowledge of modern office practices, procedures and equipment; operation of office machines including computer equipment and specified software;
- High level skills in business letter and report writing, editing and proofreading; correct English usage, grammar, spelling, punctuation and vocabulary
- Professional tact, diplomacy and presentation with administrators, staff, students and parents;
- Such alternatives to the above qualifications as Treasurer/CFO and/or Board of Education may find appropriate.

Required Knowledge, Skills and Abilities:

- Demonstrate competency in assigned duties and speed in learning procedures, expectations and other details related to this job/position
- Comply with Board of Education policies, rules and regulations
- Excellent oral and written communication skills and public presentation skills
- Exceptional strategic, analytical and critical thinking skills
- Strong time-management and organizational skills
- Strong collaboration, facilitation, and interpersonal skills
- Ability to communicate ideas and directives clearly and effectively
- Advanced computer skills
- Effective, active listening skills

- Knowledge of public school policies and practices
- Organizational and problem solving skills
- Punctuality, regular attendance at work
- Produce high quality work which is accurate, neat and thorough
- Demonstrate mature work habits – ability to work independently and interdependently
- Knowledge of public school policies and practices; knowledge of, or source of information regarding school law, school policies and procedures; knowledge of regulations, functions and procedures related to school payroll and finance

Equipment Operated:

- Computer—to include Windows Office programs
- Copy Machine
- Fax Machine
- Printer
- Telephone

Physical Demands/Environmental Factors- Mental Demands:

- Occasional prolonged and irregular work hours, including evenings and weekends and summer work
- Occasional operation of a vehicle in inclement weather conditions
- Exposure to weather conditions and temperature extremes
- Possible exposure to blood, bodily fluids, tissue, blood-borne pathogens, and/or communicable diseases
- Repetitive hand motions; e.g., computer keyboard/typing, mouse, calculator, writing
- Occasional lifting and carrying
- Prolonged sitting; occasional bending/stooping, pushing/pulling, crouching/kneeling, twisting, reaching
- Maintain emotional control under stressful circumstances
- Anticipate, manage, and resolve conflicts effectively
- Work with frequent interruptions
- Work under time constraints to meet deadlines
- Display flexibility, reliability, self-discipline, and a willingness to take on challenging tasks

The employee shall remain free of any alcohol or non-prescribed controlled substance while in the workplace throughout their employment in the district.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all the responsibilities and duties that may be assigned or skills that may

be required. This job description is subject to change and the employee will be required to follow the instructions of the supervisor.

Superintendent (or designee)

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee Printed Name

Employee Signature

Date

Adoption Date: October 20, 2021