

# HUBER HEIGHTS CITY SCHOOLS

## POSITION VACANCY

<b>CLASSIFICATION:</b>	260 Classified Coordinator - Payroll
<b>LOCATION:</b>	Treasurer's Office
<b>SALARY RANGE:</b>	\$60,769 - \$100,520
<b>LENGTH OF WORK DAY:</b>	8 Hours Per Day
<b>LENGTH OF WORK YEAR:</b>	12 Months
<b>DATE OF POSTING:</b>	May 7, 2026

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### REQUIREMENTS:

- Minimum three-five years of payroll/benefits experience in a public entity.

### QUALIFICATIONS:

- Knowledge in the area of payroll, insurance, fringe benefits, etc.
- Knowledge of state software accounting system, redesign, Red Rover, AESOP, EPC Employee Navigator for Sunlife products
- Knowledge of Time Clock Plus, or similar timecard system preferred
- General computer skills, proficiency in Microsoft excel
- Accounting experience
- Excellent at detail work
- Good work ethic
- Ability to work harmoniously with other employees
- Ability to work under pressure and meet deadlines
- Maintain employee confidentiality and protect payroll operations by keeping all private information confidential
- High school diploma or equivalent
- Provides documented evidence of a clear criminal record
- Valid Ohio driver's license
- Handle retirements & terminations
- Apply District policies & state regulations to ensure compliance

### Personal Qualities

Accuracy, neatness, reliability, courtesy, alertness, good attendance, team player, multi tasking and tact.

**Performance Responsibilities:**

- Enter, review, balance and produce payroll for the district's certified employees. Review timecards, add deductions and file all necessary reports and documents before deadline. Position will utilize state school accounting software and work closely with the administrative payroll assistant for classified employees.
- Manage payroll records and gather info for auditors.
- ACA Tracking with AF Comply- monthly- uploads
- Insurance Committee meetings, and retiree meetings
- Handles OBG payments, deferred compensation payment, state, school & federal taxes
- W-2 Uploads at year-end
- Handles STRS & balances at fiscal year end
- Handles HSA yearly deductions for employees and board amounts
- Works with the EPC for Insurance billing monthly
- Set up new hires in EPC- Benelogic as well as terminations
- Garnishments, Child support deductions, unemployment claims, salary notices for certified employees.
- Other duties assigned by the Treasurer

Any current employee who is interested in the position should respond, in writing, to the Human Resource Office no later than 4:00 p.m. local time, on Thursday, May 14, 2026.