

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

NOTICE OF VACANCY

POSITION: **Coordinator of Payroll & Business/Financial Services**
Central Office (Non-Union Position)
12 months – 40 hours per week

SALARY: \$76,765 - \$90,000 depending on experience.

DUTIES: Under the general direction of the Business Manager, processes employee payroll, performs responsible accounting clerical work in preparing and maintaining the payroll and financial systems for the Glastonbury Board of Education. Assists in the management of school business affairs through responsible and varied administrative duties in the Central Office.

KEY FUNCTIONS:

- Prepares employee payrolls in accordance with collective bargaining agreements for bargaining unit personnel and in accordance with Board of Education approved salary levels for non-bargaining unit personnel
- Performs verification calculation and entry of payroll information, including mandatory and voluntary pay deductions into an automated payroll system
- Performs calculating, posting and verifying duties to obtain financial information for payroll deductions, including withholding taxes, Social Security, retirement, and other payments
- Assists in preparing and implementing the school budget
- Responsible for the liability, auto, and property insurance, Student Liability Insurance & Athletic Insurance
- Manages tuition and revenue
- Responsible for record retention/disposal of records
- Processes specifications, invitations to bid, and RFPs

REQUIRED EDUCATION, LICENSES, CERTIFICATIONS OR EXPERIENCES

- Associates degree or equivalent, and three years of increasingly responsible payroll experience
- Intermediate to advanced expertise in Microsoft Office, (with a high level focus in Excel), Google and Payroll Systems, preferably iVisions
- Experience with electronic time systems, preferably TimeClock Plus, accounts receivable and financial record keeping
- Knowledge of the principles, practices and techniques utilized in financial record keeping and related bookkeeping procedures

EXPERIENCE:

Strong experience in technology and electronic accounting clerical work and processes. Advanced experience in utilizing iVisions or similar program, Excel and accounting programs and spreadsheets to create, maintain and track student activities and/or payroll processes and records.

STARTING DATE:

ASAP

APPLICATIONS:

Apply online at www.glastonburyus.org - Job ID #2648

See Coordinator of Payroll & Business/Financial Services Job Description posted on Glastonbury Public Schools' website for complete information on job requirements and qualifications.

**GLASTONBURY PUBLIC SCHOOLS IS COMMITTED TO INCLUSIVE WORK ENVIRONMENTS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**