

FINNEYTOWN LOCAL SCHOOL DISTRICT

VACANCY

Payroll and Benefits Specialist

- Successful candidate is energetic, customer-centric, and able to multi-task without losing attention to detail.
- Responsibilities include payroll processing and maintaining benefits and retirement.
- This is a full-time, 260/261 days per year, salaried position.
- Salary range is \$50,000 - \$55,000, based on experience.

Qualifications:

- Undergraduate or associate accounting or finance degree (preferred).
- Experience in payroll processing, benefits management, and budgetary accounting.
- Candidates must possess strong analytical and financial problem- solving skills, as well as excellent written and oral communication skills.
- Candidates must demonstrate computer proficiency and have experience using Excel.

Interested and qualified external applicants:

Apply online at www.finneytown.org Employment Online Application

Interested internal candidates may submit a letter of interest to:

Anita E Ruffin, Treasurer
aeruffin@finneytown.org

Application Deadline: May 15, 2026 @ 4:00pm or until position is filled.

Nondiscrimination and Equal Opportunity Employment Opportunity: The Finneytown Local School District Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, sexual identity, sexual orientation, disability, Genetic Information Nondiscrimination Act (GINA), military status, ancestry, or age in its programs, activities or employment opportunities.