



**Job Posting/Vacancy
2026-2027 School Year**

Date: June 2, 2026

Title: **Payroll and Benefits Specialist - Due to Resignation**
Treasurer's Office; 12-Month, 248-Day Contract

Classification: Confidential and Exempt

Qualifications: High school diploma or equivalent is required. Minimum of one year experience in payroll processing, including tax reporting in an educational setting. Proficiency in Microsoft Office and Google Suite is required. Strong communication skills and ability to work effectively both independently and as part of a team while providing excellent customer service.

Preferred: Associate's or Bachelor's degree in Accounting, Finance, or related field. Knowledge of Ohio SERS and STRS retirement systems, health insurance administration, and familiarity with school district financial management and/or state payroll software (USAS, USPS, or similar platforms).

Reports to: Treasurer / Assistant Treasurer

Terms of Employment: Initial contract, two-year; additional employment in compliance with O.R.C. Section 3319.081(A).

Funding: General Fund; salary and benefits package based on experience.

Limitations: As outlined in State Law and District Policy, including but not limited to, the Riverside Local School District Confidential and Exempt Employees Handbook.

Application Instructions: **Applicants must apply online through Frontline, [Job ID: 9668](#), by 11:59 p.m. on June 8, 2026.** Direct questions to [Mr. Michael Patrizi](#) or [Mrs. Mallory Aliff](#).

*M. Aliff
6/2/2026
9:00 A.M.*

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 3319.02.

JOB DESCRIPTION
DUTIES AND RESPONSIBILITIES

Position: Payroll and Benefits Specialist (12-Month)
Responsible to: Treasurer / Assistant Treasurer
Evaluated by: Treasurer / Assistant Treasurer
Job Goal: To assure the smooth and efficient operation of the Treasurer's Office in all areas of payroll, employee benefits and accounting.

Qualifications

1. High School Diploma and a high degree of experience in payroll and accounting procedures in an Ohio public school.
2. Computer knowledge of USAS, USPS, Employee Kiosk, Microsoft Word and Excel.
3. Ability to assert yourself and work independently.
4. Ability to function harmoniously with staff and general public.
5. The quality of trustworthiness with confidential information.
6. Willingness to attend seminars as designated by the Treasurer.
7. Good attendance record at previous employer or in previous position.
8. Ability to learn and/or develop new processes and procedures.
9. Such alternatives to the above qualifications as may be found to be appropriate and acceptable to the Treasurer.

Performance Responsibilities

General Duties:

1. Prepare and maintain payroll records for all staff, including certificated, classified, exempt, and administrative.
2. Prepare and maintain records for all payroll deductions.
3. Prepare and maintain files for all contracts and salary notices.
4. Assist the Treasurer in all matters concerning payroll, wages, salaries, benefits, accounting and the reporting thereof.

Specific Duties:

1. Maintain and verify all Sick Leave, Personal Leave, and Vacation Days.
2. Check and verify all time sheets and pay records.
3. Set up all new employee records - computer input, sick leave records, etc.
4. Process payroll checks and reports.
5. Process all payroll deductions.
6. Process all monthly, quarterly, semi-annual, and annual reports pertaining to payroll, i.e. Federal, State, and City taxes, STRS, SERS, etc.
7. Enroll employees in the health, dental, vision and life insurance plans, STRS, and SERS.
8. Process any requests for verification of employment.
9. Process and verify requests for days worked for all employees.
10. Post payroll expenditures to budget accounts.
11. Work with accounting to distribute Board paid insurance expenditures to the proper budget accounts.
12. When an employee resigns or retires, compute severance pay, cancel benefits, and process any necessary paperwork.
13. Complete and maintain all unemployment forms.
14. Complete and maintain all Workers' Compensation forms.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 3319.02.

15. Manage and administer the Employee Kiosk.
16. Comply with any applicable Affordable Care Act reporting requirements.
17. Oversee any 403(b) and 457(b) distribution requests in coordination with the treasurer and the District's third party administrator.
18. Perform other duties as assigned by the Treasurer concerning the payroll and accounting functions.
19. Provides critical analysis as needed.
20. Generates written work-product as needed.
21. Reports misconduct or violations of policy or procedure.
22. Must not disrupt the proper functioning of your position or department.
23. Must not undermine the authority of coworkers, supervisors, or superiors.
24. Must maintain close working relationships with coworkers, supervisors, and superiors.
25. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
26. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
27. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
28. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
29. Must instill in students the belief in and practice of ethical principles and democratic values.

Terms of Employment

1. Have a contract of 248 days (236 workdays and 12 legal holidays) with scheduled workdays and daily hours established in mutual agreement with the Treasurer.
2. Be evaluated periodically by the treasurer in accordance with the handbook for confidential and exempt employees.