

Wadsworth City Schools

625 Broad Street
Wadsworth, Ohio 44281

Payroll/Benefits Coordinator - Job Posting

Title: Payroll /Benefits Coordinator

Contract: 260 days / year (12-month employee)

Salary Range: \$57,320 - \$72,168

Status: Exempt from Union

Reports To: Treasurer / CFO

The Wadsworth City Schools is looking for an individual to fill the role of Payroll/Benefits Coordinator in the Treasurer's Office. The district has over 4,000 students, a general fund budget of \$62M, and a biweekly payroll of \$1.5M. The district recently rolled the negotiated agreement with both the certified and classified unions for one additional year.

Position Information:

1. Twelve paid holidays
2. Vacation per schedule for exempt employees
3. Health Care benefits in accordance with exempt employees

Qualifications:

1. Associate or Bachelor's degree preferred
2. Validation of qualifications as determined by an interview.
3. Possess the required knowledge, skills, and abilities needed to perform essential duties.
4. Proficient knowledge of Excel and Word
5. Other relevant criteria, as determined by the Board of Education, Superintendent, and/or designee, may be found appropriate and are acceptable.

Essential Duties:

1. Maintain and process the district's payroll using the prescribed electronic payroll software of the district. This includes:
 - a. Staff biographic and demographic information
 - b. Staff position(s) and job(s) information
 - c. Staff attendance records and unemployment records for the state of Ohio
 - d. Pay accounts that relate to the Uniform School accounting System (USAS)
 - e. All taxes deductions, all retirement deductions and voluntary deductions for each employee
2. Maintain all staff demographics and other data for the Education Management Information System (EMIS).
3. Maintain necessary electronic documents as requested by the Treasurer.

4. Work cooperatively with the Superintendent's and Assistant Superintendent's office on staff-related issues.
5. Assist the Treasurer with administering the district's health benefits plans.
6. Maintain a working knowledge of the Fair Labor Standards Act, negotiated agreements with labor unions, unemployment law, board policy, and all other applicable laws to the fiscal operation of the school district.
7. Assist with the budgetary operations of the Treasurer's office.
8. Work cooperatively with auditors.
9. Other duties as assigned by the Treasurer, or requested by the Superintendent and/or mandated by law.

To Apply:

1. Complete the online application at www.wadsworthschools.org.k12.oh.us click on employments/support staff.
2. Attach a cover letter, resume, and three references to your application.
3. Deadline for applications is August 21, 2026
4. First Round interview will be the week of August 24, 2026.