

Payroll Specialist - Extended Application Deadline

District Office

LINCOLN COUNTY SD

Reference ID: 004-4

Reference URL:

Position Information

Application Deadline Date: 3/26/2010

Start Date: ASAP

Position Description: ***Application Deadline Extended Through March 26th***

Provides quality control and maintenance of accurate payroll records within the electronic payroll system, Infinite Visions. Must be a self starter who can manage the responsibility of the payroll process for all district employees and substitutes, and other technical projects as assigned. Must be willing to seek out the proper source for the correct answers to technical questions.

Main Duties:

- Inputs and maintains employee pay-rate changes, personal updates and terminations.
- Inputs and maintains all employee co-curricular, extra duty and educational stipends.
- Assigns and maintains all employee leave plans and balances.
- Reconciles and makes payment of State and Federal taxes and withholdings in a timely, accurate manner.
- Maintains working knowledge of all payroll-related State and Federal regulations and requirements.
- Prepares and reconciles all necessary monthly, quarterly and annual payroll reports.
- Processes all garnishments attached to employees pay.
- Prepares all necessary reconciliations, summaries and schedules.
- Compares payroll charges to budget accounts to ensure proper disbursement of funds.
- Assists with the maintenance of all individual and district payroll files.
- Responds accurately and professionally to employee questions or concerns related to payroll.
- Responds accurately and professionally to administration questions, concerns or requests for payroll data.
- Works with department and district staff to determine or develop payroll reports, formats and processes.
- Works with department and district staff to ensure accuracy of human resources/payroll data base.
- Plans and provides training to District staff responsible for time sheet data through Remote Entry.

Other Duties:

Filing; occasional travel; flexible work schedule during deadlines; excellent Excel skills; excellent 10-key skills; good written and oral communication with staff, vendors and State and Federal offices.

Qualifications:

Minimum 2 years bookkeeping or accounting experience with payroll responsibilities. Infinite Visions or other school accounting software preferred. Certificates in Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) is a plus.

Schedule: Full Time

Positions Available: 1

FTE (if part-time): 0
Duration: 12 months
Hours Per Day: 8
Days Per Week: 5
Salary Range From: \$15.22 /hr
Salary Range To: \$20.85 /hr

Qualifications Desired

Special Requirement(s): Minimum 2 years bookkeeping or accounting experience with payroll responsibilities
Education/Degree(s): GED, HS, Courses
Skills/Specialties:
Documents Needed To Apply:

Community and District Information

District Statistics: (click)

District Website: www.lincoln.k12.or.us

Community Description: Lincoln County School District serves students from all areas in the county, which occupies a 55-mile strip of the central Oregon coast beginning at Cascade Head, south to Cape Perpetua. East-West distances averages about 20 miles from the Pacific Ocean to inland areas. The County's total area of about 1,000 square miles makes it comparable in size to Rhode Island.

The county's 40,000 residents cluster around the coastal communities of Lincoln City, Depoe Bay, Newport, Waldport and Yachats, and around inland communities of Toledo, Siletz and Eddyville. Each area of our district is unique, with different perspectives and cultures. Overriding all areas and schools in Lincoln County School District is a commitment to quality learning for students and staff.

Our guiding philosophy of "continuous improvement" is intended for all who touch our district.

The District serves about 5400 students from Kindergarten through 12th grade in 10 regular schools and four public charter schools, with a approximately 530 employees. LCSD contracts with [Sodexo](#) for custodial and food services, and with [Mid Columbia Bus Company](#) for transportation services.

EEO and ADA information:

Equal Opportunity Employer -

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, and disability if the employee, with or without reasonable

accommodation, is able to perform the essential functions of the position.

How to Apply

- Application Method(s):** Visit our district website **OR** Use the Apply Now button
- Materials Required:** 3 letters of recommendation, cover letter, resume, and completed online application through EdZapp
- Local Contact:** **Chelsi Sholty**
POB 1110
Newport, Oregon 97365
Work Phone: 541-265-4436
Alt. Phone: 541-265-9211
Chelsi.Sholty@lincoln.k12.or.us