OFFICE of the TREASURER

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-874-5505 Fax: 513-644-1196
www.lakotaonline.com

Position: SPECIALIST - PAYROLL

Department: Treasurer's Office – Non-Represented

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: DIRECTOR – PAYROLL

Contract: 260 days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 17,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **SPECIALIST – PAYROLL** supports the financial operations of Lakota Local Schools by ensuring accurate and timely processing of semi-monthly payrolls for all district employees. This role is responsible for payroll entry, verification, reconciliation, tax and retirement reporting, and compliance with federal, state, and district requirements. The Specialist serves as a primary point of contact for employee payroll questions and plays a critical role in maintaining the fiscal integrity of the Treasurer's Office.

Minimum Qualifications

- High School degree or equivalent.
- Associate's degree preferred.
- 3 years of payroll experience preferred, preferably in a school district or public-sector setting.
- Valid driver's license.

Key Responsibilities

Payroll Processing

- Prepare semi-monthly payrolls for all staff.
- Review employee time, attendance, and leave records for accuracy.
- Process payroll deductions including taxes, retirement contributions, garnishments, and other withholdings.
- Verify and update employee pay, supplemental pay, and substitute pay as needed.
- Maintain accurate payroll records and ensure alignment with district financial software.

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Compliance & Reporting

- Ensure accuracy and compliance with IRS, Ohio tax laws, and retirement system regulations.
- Prepare and support the completion of required filings including W-2, 941, STRS/SERS reports, and other mandated submissions.
- Stay current on changes in payroll regulations and district policies.
- Support internal and external audits with accurate documentation.

Employee Support

- Respond to employee payroll inquiries promptly and professionally.
- Provide clear communication regarding paychecks, deductions, leave balances, and tax forms.
- Assist employees with retirement system questions and forms.

Coordination & Collaboration

- Work closely with Human Resources to ensure accuracy of employee records and changes.
- Collaborate with the Treasurer's Office to reconcile payroll accounts and support financial reporting.
- Assist with year-end closeout, reporting, and necessary corrections.

Administrative Support

- Maintain accurate and organized digital and physical payroll files.
- Assist with preparing payroll reports for leadership as needed.
- Support training and continuous improvement of payroll processes.

Knowledge, Skills, and Abilities (KSAs)

- **Knowledge**
  - Strong understanding of payroll procedures, state/federal tax requirements, and retirement systems.
  - Familiarity with public-sector or school district payroll preferred.
- **Skills**
  - Strong attention to detail and accuracy.
  - Professional communication and customer-service skills.
  - Proficiency in payroll or financial software and Microsoft Excel.
- **Abilities**
  - Maintain confidentiality when handling sensitive employee and financial information.
  - Manage multiple tasks, meet deadlines, and adapt to changing priorities.

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- Work collaboratively and independently with professionalism.

Working Conditions

- Primarily office-based with some travel to schools across the district.
- Occasional evening or weekend meetings to accommodate community or parent engagement events.
- Interaction with diverse groups of people requiring adaptability, cultural sensitivity and patience.
- Ability to lift, push or pull up to 20lbs.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026

Revised and Board Approved: April 27th, 2026