

Park Ridge school district seeks an experienced full-time, 12-month confidential payroll clerk to start on or before July 1, 2021. Prior payroll experience in a school setting and/or knowledge of CSI payroll software preferred.

**ADDITIONAL QUALIFICATIONS:**

Knowledge of state pensions, family medical leave and other employee deductions

Proficiency in Excel and Word

Knowledge of computers and computer-based accounting/payroll systems

Excellent organizational and multi-tasking abilities

Strong written, verbal and interpersonal skills

**POSITION RESPONSIBILITIES:**

- Process district's payroll with a high degree of responsibility, accuracy and confidentiality
- Ensure compliance with state and federal regulations and filing associated federal and state financial reports
- Coordinate and assist with various employee benefit programs including medical and pension enrollments and reporting
- Verify Superintendent's recommendations against the payroll database for leaves, transfers, terminations and any applicable salary changes
- Prepare employee contracts
- Assist with bookkeeping for after-care program