



SALIDA SCHOOL DISTRICT R-32-J
BOARD OF EDUCATION
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Dr. David Blackburn, Superintendent
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VACANCY NOTICE

Date: April 11, 2024
Position: **Payroll Administrative Assistant**
Minimum salary: \$24.00/hour minimum plus benefits
Status: Non-Exempt

Procedure for application:

Send completed application packet to include an application (applications available online at www.salidaschools.com), resume, letter of interest, three current letters of reference, and copies of certifications to:

Sherri Wyatt
Salida School District
627 Oak Street
Salida, CO 81201
swyatt@salidaschools.org

Closing date of application: Until Filled
Beginning date of employment: May 1, 2024

Conditions of employment:

Selected applicant must have a high school diploma or equivalent. Payroll management experience preferred.

General Description:

The first priority is the execution of the payroll system, ensuring that all staff are paid in a timely, correct, and understandable manner. The individual must be able to set up and explain earned wages, supplemental pay, PERA deductions, and any other deductions in a reasonable manner. The individual must maintain a close working relationship with the Business Manager, Superintendent, Human Resources Assistant and Purchasing/Payables Assistant. Salary is based on a 245 day work calendar, scheduled with supervisor.

Supervisor and Evaluator: Business Manager

General Responsibility:

Payroll

- Data Management within Infinite Visions and Time Clock Plus (TCP)
- Process payroll each month, including reconciliation
- Track leave benefits and attendance for all staff.
- Process time sheet submittals, informing leadership if there are any irregularities
- Assist with employee request regarding payroll issues, rules, and regulations.
- Implementation and updating Time Clock Plus (TCP)
- Updating TCP videos and instructions on the district's website
- Training new staff on TCP
- Quarterly Payroll reporting
- Creating and distributing Work Calendars
- Close collaboration with Human Resources Assistant and Purchasing/Payables Assistant
- Develop a holistic knowledge of the Business Office Operations

District Substitute Coordinator

- Maintain the master substitute teacher list with certifications and training.
- Create all substitute files
- Substitute onboarding
- Assisting building in finding a good fit for open positions
- Connecting with substitutes who have not worked in a while
- Fingerprinting of all employees and substitutes.
- Background Information Systems Inc. checks for district volunteers

Receptionist

- Shared answering of the main office phone line.
- Greet and direct all office visitors

Specific Skills Preferred

- Strong computer skills including Microsoft Office, Excel, Infinite Visions and TCP.
- Strong conflict resolution skills.
- Strong organizational skills and attention to detail.
- Ability to collaborate with team members.
- High degree of confidentiality.
- Possess successful experience in payroll management.
- Succinct report writing.
- Capacity to learn new software changes.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position. Compliance officer: Assistant Superintendent, 627 Oak St, Salida, Co – 719-530-5469, wwooddell@salidaschools.org. No smoking or tobacco use is allowed on school property or in school vehicles Contract for employment shall be subject to approval by the District Board of Education. Selected applicant must comply with the District's Drug-Free Work Place Policy.