

## **IMMEDIATE HIRE**

### **Title:**

Payroll and Child Nutrition Services Specialist (ANTICIPATED)

### **Job Summary:**

Responsible for maintaining accurate employee payroll records, ensuring timely and compliant processing of payroll and related reports. This position also oversees the district's child nutrition program, including meal eligibility, account management, and compliance with state and federal reporting requirements.

This is a 251 days/year, 7.5 hours/day position.

**Payrate:** \$28.77 to \$33.10/hr (starting rates for candidates are dictated by school based experience)

### **Required Knowledge, Skills & Abilities:**

- Bachelor's Degree in Business, Accounting, or related field
  - In lieu of Bachelor's Degree, High School Diploma with two (2) to five (5) year of previous school payroll and/or business operations experience.
- Ability to quickly learn new software
- Ability to multi-task and handle frequent interruptions in an office setting
- Working knowledge of Microsoft Office Suite and/or Google Workspace
- Must be able to communicate effectively with stakeholders
- Ability to Act with integrity, professionalism and confidentiality
- Excellent record keeping and attention to detail and accuracy

### **Required Clearances/Pre-employment Steps:**

- Pre-employment physical examination
- PA State Police Criminal History Report
- FBI Criminal History Record
- PA Child Abuse Clearance

### **Preferred Knowledge, Skills & Abilities:**

- Bachelor's Degree in Business or Accounting
- Working knowledge of education specific accounting practices
- Previous school payroll and/or business operations experience
- Knowledge of the School Nutrition Program requirements
- Proficient in a payroll platform and HRIS

### **Primary Duties:**

- Maintain strict confidentiality regarding employee, student, and community matters, ensuring discretion in all forms of communication, whether verbal, written or electronic.
- Prepare and compute biweekly payroll, entering and updating employee information and changes, reports and data entry to provide information for the Business Office
- Thorough knowledge of all district agreements and/or contracts with staff
- Payroll and payroll related task, to include, but not be limited to:
  - Answering employee questions
  - Distributing paychecks
- Pay adjustments to support leaves, hires, and terminations
- Maintain records for all employee leave plans for accurate payroll processing
- Absence management tracking to include - rollover, and importing to Financial, HRIS and Absence Management System
- Serve as Absence Management System liaison
- Prepare, process and complete reports and payments for monthly, quarterly, yearly submission for various vendors, contracted service providers, state, local, unemployment, federal, PDE and PDE-related entities.
- Responsible for Bureau of Labor and Statistics monthly reports
- Complete Wage surveys
- Assist with budget preparation as related to salaries and benefits
- Oversees the District's School Nutrition Program, including all required recordkeeping and reporting to PDE.
- Works in coordination with the District's Food Service Management Company to monitor, support, and assess the District's food service program.
- Process student free and reduced meal eligibility.
- Reviews negative meal account balances and corresponds with parent(s)/guardian(s) accordingly.
- Serves as primary resource for food service information and meal eligibility to District families.
- Actively utilizes CN-PEARS, Primero Edge, and SchoolCafe sites.

### **Secondary Duties:**

- Serves as backup to Business Office positions
- Other business office functions

### **Human Relations / Contact and Communications:**

Must be able to interact effectively both with verbal and nonverbal communication with district staff, parents, students, contractors, vendors, etc. All communications should be of a professional nature while also being an engaged listener. Effectively build collaborative relationships with stakeholders.

### **Physical Requirements and Working Conditions:**

- Prolonged periods of sitting at a desk and working on a computer
- Outlined thoroughly below

EOE

FLSA STATUS: NON-EXEMPT

## PHYSICAL REQUIREMENTS

Amount of time per shift required for each listed activity:

<b>NEVER</b>	<b>RARELY</b>	<b>OCCAS. FREQ.</b>	<b>CONT.</b>
no time	less than 10%	11 - 35%	36 - 70% 71 - 100%
SIT	X		
STAND	X		
WALK	X		
BEND	X		
PUSH/PULL	X		
KNEEL	X		
SQUAT	X		
REACHING	X		
TWISTING	X		
OTHER			
(list)			
<b>LIFTING</b>	<b>NEVER</b>	<b>RARELY</b>	<b>OCCAS. FREQ. CONT.</b>
no time	less than 10%	11 - 35%	36 - 70% 71 - 100%
0 - 10 LBS	X		
11 - 25 LBS	X		
26 - 50 LBS	X		
51 - 100 LBS	X		
<b>CARRYING</b>			
0 - 10 LBS	X		
11 - 25 LBS	X		
26+ LBS	X		
<b>SENSORY ABILITIES</b>			
Specifically Required			Not Specifically Required
VISION	X		
HEARING	X		
TOUCH	X		
TASTE	X		
SMELL	X		