

LAKE CENTRAL SCHOOL CORPORATION

8260 Wicker Avenue

St. John, IN 46373

365-8507

SUPPORT SERVICES STAFF

April 5, 2019

Payroll AssistantCentral Office

Qualifications

- Payroll experience preferred
- Proven track record of ability to maintain a high degree of confidentiality
- Some experience with the complexities of pre-tax/after tax deductions as well as federal, state, and local employment tax laws preferred

Essential Skills and Abilities

- Strong clerical, organizational and interpersonal skills
- Detailed oriented
- Proficient with Microsoft Office
- Experience with RDS preferred
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Exhibit neatness and accuracy in all work

Duties

- Process and close semi-monthly payroll
- Process social security, federal, state, and county taxes and related payroll deposits
- Maintain payroll information by collecting, calculating, and entering data
- Resolve payroll discrepancies by analyzing information
- Prepare semi-monthly, quarterly and year end payroll tax deposits, reports and returns
- Process and issue annual W-2 forms to employees including reporting to IRS
- Process and report new and terminated employees
- Process garnishments and employment verifications
- Resolve both routine and complex inquiries
- Assist directors, administrators, staff, and building level secretaries as appropriate

Salary and Benefits

- Twelve month position, 8 hours per day
- Benefits in accordance with the 12 month Information Sheet

Please apply online only and attach resume at www.lcsc.us; Go to Administration>Human Resources>Secretarial/Clerical/Librarian>Payroll Assistant (8003)

Direct questions to:

Rob James, Director of Business Services

rjames@lcscmail.com or 219-365-8507

Deadline: April 19, 2019

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.