

# Payroll Specialist (Full Time, Year Round)

York School Department

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## Job Details

**Job ID:** 4670291

**Application Deadline:** Posted until filled

**Posted:** Yesterday

**Starting Date:** Immediately

## Job Description

Performs all activities to process the bi-weekly payroll for an organization of approximately 370 employees made up of four groups – two with labor contracts and two non-union groups. Responsibilities also include filing of all related reports to multiple agencies, employee communication, and maintenance of payroll records.

Requirements include:

3+ years of payroll experience in an educational or municipal setting

Familiarity with GAAP

MS Excel expertise

Maine Public Employee Retirement System reporting experience

Strong detail and accuracy orientation

Accounting degree and experience utilizing Tyler Technologies financial software applications are highly desirable, but not required.

A competitive compensation and benefits package is offered for this position, with a salary range dependent upon experience and education.

EOE

**Position Type:** Full-time

**Positions Available:** 1

**Job Categories:**

Support Staff > Accounting/Bookkeeping

## Welcome to York School Department

The York Public Schools are located in southeastern York County, Maine, and are comprised of two elementary schools (Village Elementary, housing grades K-1, and Coastal Ridge with grades 2-4); York Middle School (grades 5-8); and York High School (grades 9-12). York has a long-standing tradition of excellence in education and offers a wide range of programs to all its students and staff. The York School Department's vision is to cultivate respect, integrity, empathy, and compassion through the continued practice of self-reflection and anticipatory thinking. York School Department encourages qualified applicants regardless of race, color, religion, gender, gender identity, sexual orientation, national origin, genetics, disability, age, or veteran status. To take a closer look at all York has to offer, please visit us at <https://www.yorkschoools.org/>

# Job Requirements

- A background check will be conducted.
- At least 3 year(s) of relevant experience preferred.
- Citizenship, residency or work visa required

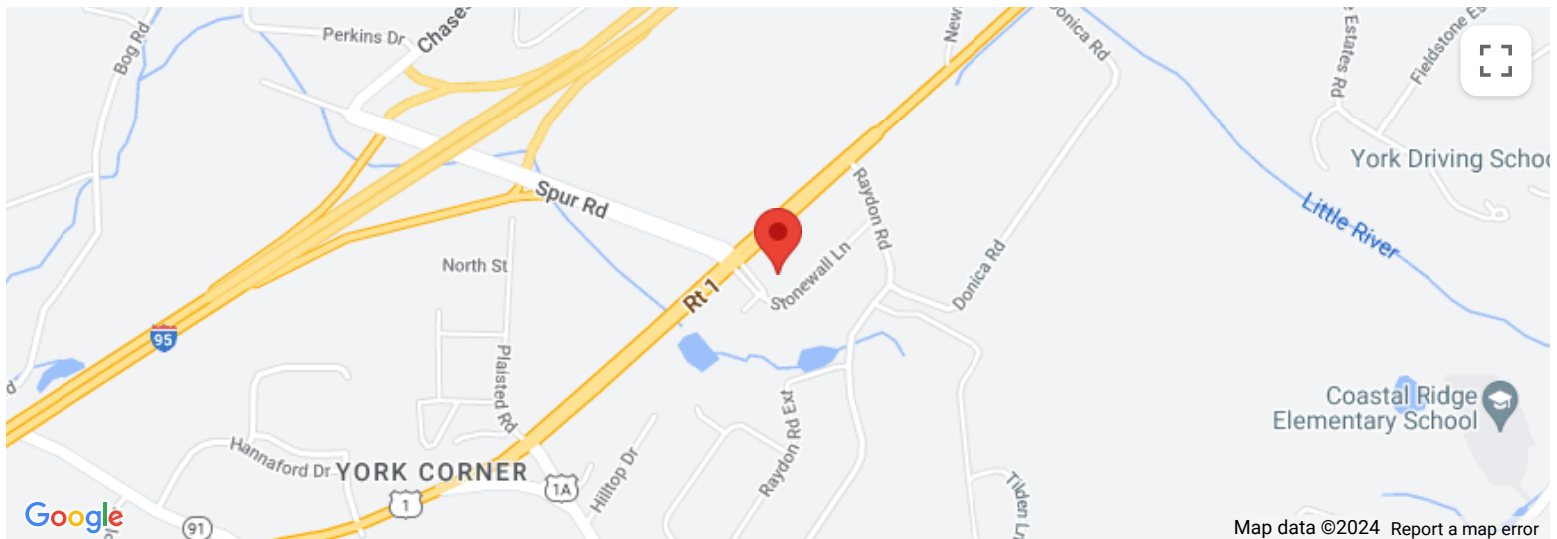
## Application Questions

There ARE NO application questions required FOR this job posting.

## Contact Information

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## Map



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