

RIVER FOREST COMMUNITY SCHOOL CORPORATION  
3250 MICHIGAN STREET  
HOBART, IN 46342  
(219) 962-2909 Fax: (219) 962-4951  
[www.rfcsc.k12.in.us](http://www.rfcsc.k12.in.us)

**NOTICE OF VACANCY**  
**PLEASE POST**

**Payroll Specialist**

**Position Summary:**

The Payroll Specialist is responsible for completing all aspects of payroll functions for the corporation. This includes processing bi-weekly payroll and payroll related expenditures. This position will also provide support to the CFO and Deputy Treasurer by assisting with a variety of functions required of the business office.

**Duties:**

1. Process bi-weekly payroll
2. Balance and pay Federal and State taxes, PERF, TRF, 401a, 403b, VEBA and all other payroll related deductions
3. Reconcile monthly health, dental, vision, and life/LTD bills and process payments
4. Maintain sick/personal/vacation time for employee groups who receive these benefits
5. Maintain employee PTO records, including FMLA and Workers' Compensation
6. Create and/or maintain all computerized and physical personnel records
7. Facilitate substitute teaching staff
8. Assist with courier service between school buildings
9. Prepare teacher contracts and track extra-curricular contracts for payroll distribution
10. Pay all lay coaches, maintains ECA pay for certified staff on contract and prepare stipends for employees, as needed
11. Assist in the preparation of A/P and payroll related reporting including but not limited to W-2's, 941 quarterly reports, INPRS, 1099's
12. Prepare and submit required reports to the State Board of Accounts (100-R report) and to the County Auditor as required by law
13. Responsible for the annual roll-over of certified staff members, including payroll information, leave days and years of experience
14. Maintain sick bank days for certified members
15. Process Indiana State Teachers' Retirement for all retirees and complete bi-weekly balancing, including all required reports for the Indiana State Teachers' Retirement Fund (INPRS)
16. Other duties as assigned by the CFO
17. The employee must occasionally lift and/or move up to 25 pounds

**Experience: A minimum of 1 year experience in payroll or bookkeeping preferred. Knowledge of fund accounting is preferred.**

**The River Forest Business Office is dedicated to provide quality service and support to all of our employees; therefore, the qualified candidate will possess the following skills and abilities:**

- Ability to obtain and maintain a public fidelity bond of \$50,000
- Ability to adhere to strict reporting deadlines
- Proficiency with computerized accounting systems. LOW Preferred
- May occasionally lift and/or move up to 25 pounds
- Be proficient in Microsoft Excel and Google Sheets
- Have strong computer skills in a Windows-based software environment
- Demonstrate verbal and written communication skills with the ability to effectively communicate with Administrators, building personnel, regulators, teachers, retirees, vendors, and anyone with accounting, payroll and other business related questions or concerns
- Have the ability to work both independently and collaboratively

Persons interested in applying for this position should submit an application at [www.rfcsc.k12.in.us](http://www.rfcsc.k12.in.us) and direct questions to Samantha Berrier [sberrier@rfcsc.k12.in.us](mailto:sberrier@rfcsc.k12.in.us).

Posted: 10/19/2023

Closing Date: Until filled

The River Forest Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity