

Full-Time Payroll and Benefits Coordinator at Palisades School District starting May 1, 2022. Hourly rate: \$27/hour plus benefits. Hours are 8 am to 4 pm (includes a half hour unpaid lunch), 12 month position. This position is a confidential employee and receives benefits under the Act 93 Agreement.

The successful candidate will be responsible for the entire payroll process for the district, overseeing the electronic time clock system, processing benefit enrollment for the district, supporting all employees with benefit enrollment and changes, monitoring all benefit programs for compliance with government regulations, and preparing mandated tax and payroll reports according to submission timelines. The successful candidate will support the HR Associate.

Requirements: Associates Degree (2 years) in Business Administration or 5 years payroll experience.

Interviews will be held March 10, 2022.

Applying Instructions:

Interested applicants must submit through Recruit and Hire at <https://palisades.tedk12.com/hire/ViewJob.aspx?JobID=265>: letter of interest, resume, degree, Palisades application, 3 letters of recommendation, clearances (current within the past 12 months of the closing date of this posting: Acts 24, 34, 114 & 151 current within a year), and disclosure form(s) Act 168. Deadline for applications is March 2, 2022. Letters of interest can be addressed to Mrs. Susan Keogh, Human Resources Associate.

Palisades requires a pre-employment drug test as a condition of employment.

Link to apply for clearances: <https://www.palisd.org/cms/one.aspx?pageId=193289>

EOE