

**BEDFORD SCHOOL DISTRICT***School Administrative Unit #25*

Superintendent's Office

103 County Road

Bedford, NH 03110-6202

Tel 603.472.3755 • Fax 603.472.2567

www.sau25.netMike Fournier
*Superintendent of Schools*Tom Laliberte
*Assistant Superintendent*Lisa Ambrosio
*Business Administrator*Melissa Gray
Director of Special Services

JOB POSTING**PAYROLL SPECIALIST
BEDFORD SCHOOL DISTRICT****Description:**

Full time Payroll Specialist needed for the Bedford School District. This position processes a bi-weekly payroll and other supplemental pay for approximately 800 FT and PT employees. This position reports directly to the Business Administrator and will manage the District's Payroll functions.

Job Summary:

Administer the School District's payroll responsibilities through Tyler Infinite Vision System. Includes: processing the District's bi-weekly payroll, processing required IRS withholding and payments, maintaining payroll records including personnel leave time per contracts and employee deductions, quarterly and monthly reporting for both federal and state requirements, supporting the District's financial procedures and annual audit process.

Qualifications:

At least five years of experience in payroll.

1. Knowledge of payroll principles and practices.
2. Experience in data entry use and knowledge of databases and spreadsheets including financial management accounting software.
3. Experience with Tyler-Infinite Visions system helpful and Time Clock Plus or other electronic hourly time reporting systems.
4. High School diploma supplemented by additional training in bookkeeping, payroll or related experience; Associates Degree in accounting preferred.

Working Conditions:

Excellent working environment and benefits package. Hourly wage based on experience and education.

Additional Information:

Position available July 2022 and training to be provided by outgoing staff. Three current letters of recommendation are required.

Please Apply Online at www.sau25.net