

FREEDOM AREA SCHOOL DISTRICT  
Freedom, PA 15042



**NOTICE OF VACANCY**  
**November 26, 2024**

**POSITION:** Payroll/Human Resources Coordinator

**POSITION SUMMARY:**

The Payroll/Human Resources Coordinator works under the direction of the Business Manager and is responsible for payroll, processing and depositing cash, onboarding new employees, and is responsible to maintain a thorough and efficient operation of all non-instructional services of the school district including finance, grants, and managing employee benefit programs.

**REPORTS TO:** Business Manager and Superintendent

**QUALIFICATIONS:**

1. High school diploma and two years college and/or comparable experience required.
2. Prior related school district experience preferred
3. Knowledge of employee fringe benefits, and basic accounting practices
4. The ability to work proficiently, accurately, professionally and collaboratively

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepare, maintain and document all payroll for all employees including but not limited to: custodial time cards, employees time sheets, deductions changes, salary adjustments, wage attachments, HSA Payments, etc.
2. Collect, file and manage all employee absences, clearances, benefits, salaries.
3. Collect, file and manage all volunteer and parent clearances.
4. Meet with employees regarding payroll, benefits and certification questions or concerns.
5. Keep current with the taxation of salaries, benefits and other factors affecting employee pay
6. Oversee employee fringe benefits including, but not limited to enrollment/deletion, billing, communicating changes and Swift MD.
7. Responsible for enrolling employees in PSERS, updating records, complete monthly reporting and the yearly summary approval.
8. Facilitates the onboarding of new employees by calculating salaries, completing payroll and fringe benefit paperwork, and ensures compliance with Act. 168 procurements.
9. Serves as the employee liaison for FMLA to submit approvals, make salary adjustments, and ensure compliance with state and federal laws.
10. Comply with all unemployment requests and reporting.
11. Provide ACA reporting information for taxes and compliance.
12. Maintain Act 48 hours for professional staff and submit to PDE.
13. Utilize the TIMS system to maintain accurate records for teacher and administrator certification.
14. Collaborate with the PIMS Administrator to complete annual reporting in PIMS related to certification, employee history
15. File and monitor Worker's Compensation claims
16. Manage CHJIS records, recording and audit
17. Serves as the liaison with ESS Substitute System. Maintains employees' files, formats weekly invoices.
18. Serves as the chairperson of the Safety Committee.
19. Process and deposit all district monies, including Student Activity Fund checks, cash, Food Service, etc.
20. Complete billing for facilities usage.
21. Assist with preparing documents and files for the annual audit.
22. Work with the Business Manager and Superintendent to identify and implement efficient platforms and/or practices within the district and business office.

**OTHER DUTIES:** Performs related work as required or assigned by the Business Manager or Superintendent.

**TERMS OF EMPLOYMENT:** Twelve (12) month position and salary commensurate with qualifications and experience. If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:** Exempt.

**EFFECTIVE DATE OF POSITION:** Immediate

**APPLICATION PROCEDURE:** Positions open until filled. Applicants may submit their application through Indeed or via e-mail or US mail to:

Diane A Workman, Superintendent  
Freedom Area School District  
1702 School St.  
Freedom, PA 15042  
dworkman@freedomarea.org

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.*