



Guthrie Public Schools

(Classified) Payroll Clerk (4607)

JOB POSTING

Job Details

Posting ID 4607

Title (Classified) Payroll Clerk

Description TITLE: Payroll Clerk

QUALIFICATIONS: High School diploma. Working knowledge of general office procedures, PC based computer applications, bookkeeping, typing, and operation of common office equipment. Previous payroll experience preferred. Must be able to navigate the software Municipal Accounting Systems (MAS)/Wengage.

REPORTS TO: Chief Financial Officer

JOB GOALS: To assure the smooth and efficient operation of the payroll process in compliance with applicable state and federal laws and regulations in an effort to maximize the school's positive impact on the education of children.

PAY GRADE: Refer to the Support Personnel Salary Schedule

Shift Type: Full-Time (Monday through Friday) 7:45am – 4:45pm

Copy link to apply: <https://guthrie.tedk12.com/hire/index.aspx>

Alternate Job Contact

Name Dr. Michelle Chapple, Chief Financial Officer

Location: District Administration Building

Phone: 405-282-8900

Email: michelle.chapple@guthrieps.net