



RSU 3

Regional School Unit #3

Charles Brown
Superintendent of Schools

84 School Street
Unity, ME 04988

Phone: (207) 948-6136
Fax: (207) 948-6173
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RSU #3 is seeking a highly qualified School Finance Personnel Specialist to work collaboratively with other central office staff, specifically within the business office. This is a full-time, full-year position.

The Personnel Specialist is responsible for the following:

- Payroll set up and entry (with assistance from the Payroll Specialist).
- Responsible for setting new employees up in the payroll system and maintaining personnel files.
- Tracking Employee leave accruals and process leave requests.
- Calculating and distribution of employee deductions to appropriate vendors; including Maine State Retirement, Teacher Association, medical and dental, etc.
- Enters and maintains staff and contracted service providers in the Maine NEO system.
- Maintain seniority and certification lists of employees.
- Maintain records of mandatory yearly trainings of employees.
- Assist newly hired personnel in completing payroll paperwork and participates in the new hire orientation.
- Orders and maintains background checks for potential and current employees.
- Assist personnel in all aspects regarding forms, leave time, personal documents, etc.
- Maintain substitute teacher list for all schools.
- Completing necessary worker's compensation forms for injured employees and following claims.
- Issue Written Reasonable Assurances to employees for the following school year.
- Responsible for personnel enrollments, changes and discharges to and from payroll, insurance, retirement system, unemployment and other programs that are required or optional for employees.
- Responsible for issuing and maintaining Family Medical Leave requests and reports.
- Responsible for the Multiple Worksite Quarterly Report.
- Responsible for any reporting to the Department of Labor.
- Responsible for any reporting to the Census Bureau
- Share in the general routing responsibilities of the school district as assigned by appropriate authority.

*Providing the communities of Brooks,
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Qualifications:

- Minimum Associates Degree or two years of related work experience.
- Prior school business experience a plus.
- Skilled in computer programs, such as: data entry, word processing, database, spreadsheets, etc.
- Organized and highly accurate with details.
- Able to work well with members of the public and staff.
- Effective oral and written communication skills.
- Working knowledge of general office procedures, filing and operation of common office equipment.
- References that indicate integrity, loyalty, trust, dependability and a history of keeping confidences.
- Maine Criminal History Record background check certification required for hire.

View RSU3.org website Employment Opportunities

<https://www.rsu3.org/page/employment-opportunities>

<https://www.applitrack.com/rsu3/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Central+Office+Staff>

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