



UPPER ADAMS SCHOOL DISTRICT

Position Opening: Payroll Coordinator

Location: District Offices

Date of Availability: November 2026

Join our Business Office team and play an essential role in supporting the financial operations of our school district. The Payroll Coordinator is responsible for coordinating payroll, absence reporting, and bid processing while ensuring accuracy, efficiency, and compliance with district, state, and federal requirements. This position works closely with employees, administrators, and outside agencies to provide outstanding customer service and maintain the integrity of critical business office functions.

The successful candidate will prepare and process bi-weekly payroll, maintain payroll and leave records, coordinate retirement and tax reporting, administer employee benefit calculations, oversee absence reporting, and assist with district bidding processes. This position requires exceptional attention to detail, strong organizational skills, and the ability to manage multiple deadlines while maintaining confidentiality and accuracy in a fast-paced environment.

Qualified candidates should possess an associate degree or equivalent experience, along with at least three years of related business office experience. Strong mathematical, computer, and organizational skills are essential, as is the ability to communicate professionally, build positive working relationships, and provide excellent customer service. Experience with payroll systems, educational software, and public school business operations is highly desirable. This position requires daily, on-site attendance and offers the opportunity to make a meaningful contribution to the efficient operation of our school district

Apply online at www.upperadams.org, > Employment > Support > Payroll Coordinator

Contact Tina Fair, Human Resources Coordinator for more information at 717-677-7191 ext. 2721.

EOE