



5100 North Raider Road
Middletown, IN 47356
Phone 765.354.2266
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POSTING
November 14, 2025

POSITION: Payroll/Human Resources Specialist

START DATE: January 15, 2026

DUTIES AND RESPONSIBILITIES:

- Manage Shenandoah's payroll processing
- Ensure that employees are accurately compensated
- Ensure that employees benefits are accurately administered
- Ensure that taxes and retirement plan obligations are paid and documented
- Manage the school's "on-boarding" and "off-boarding" processes
- Manage the school's workers compensation claims
- Serve as the school's Deputy Treasurer

QUALIFICATIONS: College degree in finance, business, or related area and/or previous experience with payroll, bookkeeping, and benefits administration is preferred but not required.

The successful applicant is responsible for the cost of the Expanded Criminal History Background Check and Child Protection Index Check.

COMPENSATION: Salary commensurate with experience, along with a competitive benefits package; 250 day contract.

APPLICATION PROCESS: Interested, qualified applicants should complete the [SSC Non-Certified Contract](#). Please also send an email indicating your interest to Amanda Jones at ajones@shenandoah.k12.in.us

SEND INFORMATION TO: Amanda Jones
ajones@shenandoah.k12.in.us