

Position: Assistant Treasurer

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Processes payroll, purchase orders and checks. Coordinates medical benefits, workers compensation and unemployment. Works with the Treasurer to meet all office requirements and deadlines

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Responsible for accurate maintenance of payroll records of all employees
- Prepare and distribute payroll checks and direct deposits. Processes all deduction checks/electronic payments.
- Responsible for timely payment of taxes and retirement
- Processes all substitute and supplemental pay. Compiles leave and absences for each employee
- File monthly and yearly reports with SERS and STRS, prepare refund requests. Verify service credit for former employees
- Prepares annual salary (contract) notices, W-2's and 1099's
- Prints all computer reports for month, quarter and year-end
- Prepares employment/wage verification
- Assists with balancing accounting and payroll systems monthly. Prepares reports for all principals, department heads and student advisors
- Responsible for accurate recording of all disbursements, expenses and receipts
- Maintain proper record storage and retrieval
- Maintain inventory records

Other Duties and Responsibilities:

- Perform other duties as assigned by the Treasurer
- Maintain respect at all times for confidential information
- Make contact with the public with tact and diplomacy
- Attend meetings and in-services as required
- Interact in a positive manner with staff, students, parents and community
- Promote food public relations

Qualifications:

- Associate degree in Accounting/Business
- One to two years related experience
- Such alternatives to the above qualifications as the Treasurer and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

Equipment Operated:

- Computer/printer
- Calculator
- Copy/fax machine
- Fax machine
- Telephone/cellular phone

Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days including calamity days
- Occasional requirement to travel to meetings
- Occasional evening/weekend work as directed by the Treasurer
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among staff/student

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: February 13, 2023