**West Branch Local Schools has a vacancy for your consideration. Please find the details below.**

**Treasurer’s Assistant- Payroll/Budgetary Functions**

Category: Exempt

Date Posted: 2-1-16

Location: Board of Education Office

Date of Availability: April, 2016

Date of Closing: 2-19-16

The West Branch Local School District has an opening for one (1) Treasurer Assistant. The position will be for 262 days per school year, 4 hours per day.

**QUALIFICATIONS:**

* Associates degree in finance/accounting preferred
* One to two years office experience in payroll and budgetary arena
* Experience with the Uniform Staff Payroll and Accounting System (USPS & USAS) preferred
* Proficient in Microsoft Office (Excel and Word) and the operation of common office equipment
* Self motivated, detail oriented with effective organizational skills, strong written and oral communication skills a must
* Ability to collaborate with others and handle confidential matters

**ESSENTIAL RESPONSIBILITIES:**

* Prepare accurate bi-weekly payroll for the district
* Process all necessary monthly, quarterly, and annual reports and payments related to state retirement systems, payroll taxes, employee benefits, and other payroll deductions
* Prepare invoices for out of district student trips
* Compile accurate information for EMIS reporting for staff state funding
* Additional duties as assigned by the Treasurer
* Budgetary duties as assigned

**TERMS OF EMPLOYMENT:**

* Exempt employee
* 262 day contract
* Salary: 14,452-$19,650; commensurate with work experience

**APPLICATION PROCEDURE:**

Interested candidates should submit a letter of interest and resume by to Daniel Telzrow, Treasurer, by email at [Dan.Telzrow@wbwarriors.org](mailto:Dan.Telzrow@wbwarriors.org) or by mail to 14277 Main St. Beloit, Ohio 44609.

**SELECTION PROCEDURE:**

West Branch Local School District is an equal opportunity employer. The West Branch Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.