



ANTWERP LOCAL SCHOOL DISTRICT

JOB POSTING

POSITION: Assistant to the Treasurer – Payroll and Accounts Payable

LOCATION: Antwerp Local School District Office – 303 S Harrmann Road, Antwerp, OH

QUALIFICATIONS:

- Associate degree with training in accounting or equivalent experience
- Previous payroll and accounts payable experience – preferably in a school setting
- Possess strong organizational skills, ability to collaborate with others, handle confidential matters, work well under pressure, demonstrate attention to detail and have strong written and verbal communication skills
- Computer skills including, but not limited to: Microsoft Excel, Microsoft Word and Uniform School Accounting Software or similar payroll system
- Knowledge of payroll tax reporting, governmental fund accounting and federal and state regulations governing payroll

RESPONSIBILITIES:

- Calculate and process bi-monthly payroll
- Process/report all periodic payroll tax returns and statements
- Manage all employee deductions, including but not limited to health insurance, tax sheltered annuities, retirement, union dues, etc.
- Maintain employee sick, personal and vacation leave
- Perform administrative functions necessary to maintain daily operations of the treasurer's office
- Prepare and process purchase orders and pay district invoices on a weekly basis
- Tag and maintain fixed assets inventory records
- Additional responsibilities as assigned by the Treasurer

CONTRACT: 260 day contract with health, dental and vision insurance, paid holidays, vacation and sick leave – starting date July 1, 2016

SALARY: Approximately \$24,000 per year or more if experience allows

APPLICATION PROCEDURE: Send a letter of interest, resume and two (2) letters of recommendation by April 25, 2016 to the attention of:

Kristine Stuart, Treasurer
Antwerp Local School
303 S Harrmann Rd
Antwerp, OH 45813