



Assistant to the Treasurer

STARTING DATE: July 1, 2016
REPORTS TO: Treasurer
WORK YEAR: 12-month (260 days - 40 hours per week)
SALARY RANGE: Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Associates Degree in Accounting or equivalent work experience
- Experience processing employee payroll and related reporting.
- Organized, accurate, efficient, capable of handling detailed work assignments
- Takes initiative to identify and solve problems independently
- Experience in governmental cash basis accounting
- Embraces advances in technology
- Keeps current with program, policy, and procedure changes
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner.
- Excellent computer skills: Experience with USAS & USPS, Microsoft Word & Outlook; Demonstrated Proficiency in Microsoft Excel
- Ability to multitask and prioritize workload to meet periods of peak demand
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds.
- Knowledge of modern office methods and equipment
- Minimum three years of relevant work experience
- Ability to exercise good judgment and work independently or as part of a team

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Maintain complete and accurate records as required by law, district policy and administrative regulations
- Process payroll and benefits
- Maintain Fixed Asset Inventory
- Food Service Reporting
- Provide Information and reports to the staff of the auditor's office in order to aid them in preparing GAAP and audit reports efficiently and minimize audit costs.
- Special Projects
- Attend district and state professional development events
- General office duties, including but not limited to: answering phones, record keeping, and filing.
- Work collaboratively and effectively, with a willingness to be cross-trained in other departments as required.
- Work under the guidelines of Greene County Career Center's Mission Statement and Goals.
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Performs other specific job-related duties as directed

DEADLINE: Open until filled.
Submit online application at: <http://www.daytonareaschooljobs.esu.k12.oh.us/>

APPLY TO: Eva Anderson, Treasurer
Greene County Career Center
2960 W. Enon Road
Xenia, OH 45385
www.greeneccc.com

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