

**Crestview Local School District**

**Treasurer's Office**

**Job Opening**

**Position: Assistant to Treasurer**

Please see attached job description for qualifications and job responsibilities.

This is a full time position. Compensation will be based on experience and subject to terms contained within Central Office Handbook.

Interested candidates should submit a resume with cover letter, **no later than November 21, 2016 to:**

Crestview Local School School District  
Charlene Mercure, Treasurer  
44100 Crestview Road, Suite A  
Columbiana, OH 44408

330-482-5526

[cmercure@crestviewlocal.k12.oh.us](mailto:cmercure@crestviewlocal.k12.oh.us)

## **CRESTVIEW LOCAL SCHOOLS**

### **JOB DESCRIPTION**

**TITLE:** Assistant Treasurer

**Reports to:** Treasurer

**BROAD FUNCTION:** Payroll and Accounts Payable

#### **Qualifications:**

- Previous payroll and accounts payable experience – preferably in a school setting
- High school diploma required: Associate degree with training in accounting or equivalent experience preferred
- 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 and staff portion of EMIS
- Knowledge of payroll tax reporting, governmental fund accounting and federal and state regulations governing payroll and budgetary items, preferred.
- Effectively complete job tasks and ability to prioritize workload and multitask to meet deadlines
- Demonstrate dependability/flexibility

#### **Duties and Responsibilities**

- Calculate and process bi-weekly payroll
- Process and report all payroll deductions and all payroll related returns and reports.
- Maintain employee attendance records: sick/personal/vacation, HR Kiosk system
- Generate salary notices
- Maintain staff portion of EMIS data
- Complete all month, quarter and year end procedures
- Prepares and process all purchase orders and pay district invoices
- Perform administrative functions for daily operation of the treasurer's office
- Maintain fixed asset system and preparation of reports necessary for audit/insurance purposes
- Assist Treasurer with preparation of reports as needed for GAAP, Auditors' Office, and others as needed
- Additional duties as assigned by Treasurer