

**DANBURY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TREASURER'S OFFICE ADMINISTRATIVE ASSISTANT**

Reports to: Treasurer/CFO

Job Objective: Assists with the management of the treasurer's office. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are determined by FLSA status and authorized employment contract.

Minimum Qualifications

- Associate degree in accounting/finance preferred or equivalent work experience.
- Advanced skills governmental accounting procedure and automated data processing systems substantiated by training and/or work experience.
- Advanced office-related technology skills deemed essential at the time of hire.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Follows complex instructions. Recognizes and corrects errors independently.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets prerequisite qualifications to be bonded.

Essential Functions

1. Helps manage the development, delivery and advancement of fiscal operations, including fund accounting, payroll, budget management and short/long term financial projections.

- Manages concurrent responsibilities effectively in a dynamic and challenging environment.
- Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.
- Helps select highly-qualified department staff. Assists with department orientation programs.
- Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Helps develop effective solutions for work-related problems.
- Assumes responsibility for the results of delegated duties.
- Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
- Maintains an effective records management system. Files and retrieves information.
- Prioritizes and completes assigned tasks within required time-frames.
- Prepares data collection forms, emails, letters, memos, notices, purchase orders, etc.
- Prepares photocopies. Scans documents. Prints, collates, covers and binds printed materials.
- Coordinates preparations for meetings. Attends meetings to transcribe minutes when requested.
- Provides back-up support for other departments as directed.

Payroll/Benefits Duties:

- Collects/maintains payroll deduction authorization forms.
- Maintains employee health insurance and COBRA files. Processes enrollment forms.
- Maintains medical, disability, personal/family leave and vacation records through Kiosk or similar application.
- Shall prepare payroll on a semi-monthly basis. This process includes verifying that all timesheets and leave requests are properly approved, all personnel have been hired by Board resolution, and payments to employees are made in accordance to their contract.
- Reconciles payroll records.
- Distributes paychecks/deposit confirmations forms as directed.
- Completes payroll reports and tax payments by required deadline.
- Maintains monthly, quarterly and annual payroll reports. Prepares employee W-2 forms.
- Processes employment services, worker compensation and unemployment reports.
- Verifies authorized employment inquiries (e.g., loan applications, etc.)
- Processes termination and retirement forms. Maintains retirement records.
- Shall monitor compliance with the Fair Labor Standards Act (FLSA), the Family & Medical Leave Act (FMLA) and the Affordable Care Act (ACA).
- Shall assist in reconciling the district's bank account balances with the district's fund balances on a monthly basis as requested by the Treasurer.
- Shall submit financial reports to staff members as requested by the Treasurer.

Additional Duties to be Performed Upon request In a backup Capacity**Accounts Payable/Receivable Duties:**

- Prepares/processes account payable warrant checks.
- Maintains a transaction/account balance ledger.
- Prepares/distributes 1099 tax forms.
- Assigns and trains staff in the proper procedures for P-Card accounts.
- Reconciles statements.
- Processes staff expense requests. Investigates unsubstantiated charges. Distributes checks.
- Processes rental contracts/invoices. Records payments.
- Posts daily receipts, expenditures and investment transactions.
- Processes forms for special education reimbursements.
- Maintains student activity accounts and building fund records.
- Pursues the collection of delinquent accounts.

Human Resource Duties:

- Prepares and maintains personnel files. Ensures employees furnished all required information.
- Processes/distributes employee salary notices and other related personnel materials.
- Files new hire reports with the state.
- Administers set up of district electronic absence management and substitute procurement system.
- Maintains the employee database. Prepares staffing data for EMIS/state reports. Attends bargaining unit negotiation meetings as directed.

Purchasing Duties:

- Maintains a working knowledge of goods/services purchased by the district.
- Cultivates and maintains effective relationships with vendors.
- Assists with Invitation for Bid (IFB) and Request for Proposal (REP) procedures.
- Processes, certifies and mails purchase orders. Maintains vendor tax identification files.
- Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
- Maintains asset inventory records. Tags fixed assets as directed.
- Maintains an inventory control system. Documents partially filled orders. Matches monthly receipts against blanket purchase orders. Updates inventory usage lists as directed.
- Performs a complete physical inventory of supplies and equipment as directed.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies board policies and administrative guidelines/procedures.
- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Performs all aspects of the job. Sustains effective working/learning environments.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with district procedures and federal/state laws when dealing with discrimination, inappropriate behavior and/or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Coordinates/participates in support service responses to unexpected and/or urgent situations.

Helps implement workplace initiatives that advance district goals.

Working Conditions

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district procedures if duties involve any the following situations:

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating equipment and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing physically demanding tasks that require strength, stamina and/or repetitive movements.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Danbury Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.