

**AYERSVILLE LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **ASSISTANT TO THE TREASURER**

**File 201**

**Reports to:** Treasurer

**Job Objective:** Performs duties that support the effective processing of authorized financial obligations, and administers payroll, deduction and benefits in accordance with administrative contracts, bargaining unit contracts, state and federal laws and district policies. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

**Minimum Qualifications:**

- High school diploma or GED. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent accounting work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.
- Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Accounting skills and the ability to consistently accurately compute and record mathematical data.
- Gives careful attention to details and effective customer-service.
- Experience with governmental accounting procedures and automated data processing systems.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides clerical services. Organizes office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. Greets and assists office visitors.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Collects and maintains payroll deduction authorization forms.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmations forms as directed.
- Maintains medical, disability, personal/family leave, and vacation records.
- Verifies the timely completion of required payroll reports and tax payments.
- Maintains monthly, quarterly, and annual payroll reports. Prepares employee W-2 forms.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Assists with special projects as directed.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with department staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working Conditions:** Employees are expected to comply with health/safety laws and district policies/procedures. Workers should exercise good judgment and caution when involved in the following situations.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ayersville Local School District Board of Education.

The Ayersville Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. **Rev. 4/07**