

# **MAPLE HEIGHTS BOARD OF EDUCATION**

## **JOB DESCRIPTION**

<b><u>Title:</u></b>	Administrative Assistant to the Treasurer
<b><u>Department:</u></b>	Treasurer (Payroll)
<b><u>Building/Facility:</u></b>	Board of Education
<b><u>Reports To:</u></b>	Treasurer
<b><u>Overview:</u></b>	Responsible for payroll, employee benefits, attendance monitoring, worker's compensation, unemployment benefits, and any other duties required to assist the Treasurer.

**Note:** The below lists are not ranked in order of importance

### **Basic Functions:**

- Attend meetings and in-services as required
- Completing or assisting with payroll
- Complete or assist with all payroll reports
- Monitor and/or update employee payroll records in USPS
- Monitor and/or assist worker compensation and unemployment claims while working with personnel, business, and treasurer's office as well as our third-party representatives
- Monitor and/or assist all attendance time
- Assist with payment or processing of insurance benefits, SERS/STRS, 403B/457 deduction reports and payments
- Assist with signing up employees for insurance benefits, or 403B, 457 plans.
- Assist Assistant Treasurer and Treasurer as they deem necessary with any budget or audit needs
- Follow district procedures with regard to creation, distribution, and filing of purchase orders, requisitions, and vouchers as needed
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Excellent time management, organizational, and prioritization skills
- Strong will to always uphold high behavioral expectations of students in support of school policies
- High capacity to handle the pressure of a fast-paced environment
- Ability to communicate effectively with people of diverse ages and ethnic backgrounds
- Prepares administrative reports;
- Represents the school system at community meetings and conferences;
- Maintain respect at all times for confidential information, e.g., staff personnel information, student files;
- Interact in a positive manner with staff, students and parents;
- Promote good public relations by personal appearance, attitude and conversation;

### **Other Duties and Responsibilities:**

- Any other duties assisted by Treasurer and/or Assistant Treasurer
- Performs all assigned duties in a complete, accurate, and timely manner;
- Respond to routine questions and requests in an appropriate manner

### **Qualifications:**

- High School diploma or equivalent(Bachelor's Degree preferred)
- Minimum of three (3) years full-time working experience in payroll, accounting, or state auditing(preferred)
- Excellent with detail and accuracy
- Any additional background requirements that the duties of the job may require

### **Required Knowledge, Skills, and Abilities (including, but not limited to):**

- Ability to work effectively with others
- Familiarity with USPSr and USASr State software(preferred)

- Ability to communicate ideas and directives clearly and effectively both orally and in writing with good grammar, and spelling
- Ability to organize, prioritize, problem solve, and meet deadlines
- Ability to operate office equipment(computer, copy machine, fax machine, printer, postage machine, telephone, etc.)
- Effective active listening skills
- Ability to be flexible and adaptable to changing situations
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of current administrative procedures and practices
- Knowledge of school laws and regulations
- Basic computer skills

**Equipment Operation (including, but not limited to):**

- Telephone
- Computer
- Printers
- Office equipment

**Additional Working Conditions (including, but not limited to):**

- Salaried position with normal working hours 8-4, with half hour for lunch, but may be asked on occasion to work extended hours or change work hour schedule for the week.
- Occasional travel
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interruption of duties by visitors, including staff, students, or phone calls and emails
- Requirements to lift, carry, push, and pull paper, parcels, and packages up to a maximum of 20 pounds.