

Assistant Treasurer/EMIS Position

Assists the Treasurer in the day-to-day operations, planning, organization and control of efficient processes that provides the maximum benefits to the teachers, administrators and support staff including preparation of payroll along with data reporting across the district. Must have the ability to deal with challenging situations, problem solve, prioritize tasks, create and maintain a professional work environment, work independently, and be flexible enough to deal with daily challenges of the systems.

Prefer candidates with an Associate's Degree and higher. EMIS reporting experience preferred

QUALIFICATIONS: Knowledge of school district structure- Human resources and operations - High level of proficiency and office experience including desktop publishing, and editing- Microsoft Office Suite skills- District's financial software - Progressbook SIS/Gradebook-Working knowledge of basic office procedures, including proficiency in accounting practices-Operation of common office equipment - Experience using a student management system-ODDEX -Perform other duties as assigned.

DUTIES: Processing of payroll- Prepares and processes all purchase orders and reconcile expenses on a monthly basis- Place orders- Prepares cash boxes for athletic events/ concessions- Pay-ins/Bank deposits- Posting of receipts- Payment of all supplementals/stipends- Preparation/maintenance of employee files- Filing-Employee work calendars-Data reporting- Troubleshoots error reports -Performs other specific duties as assigned by the treasurer/superintendent.

TERM OF EMPLOYMENT/BENEFITS

260 day contract/8 hr day

Pay starting at 40,000

SERS retirement

Paid sick/personal leave

Medical, dental, and vision insurance