**VACANCY POSTING**

**Fayetteville-Perry Local Schools**

**Classification:**

**Assistant to the Treasurer (Payroll-Budgetary)**

**250 Day Contract**

**Non-Union Position**

**To Apply:**

**Email** **lisa.tussey@fpls.us** **or fax to (513) 875-2703**

**\*Attach a Letter of Interest and Resume**

 **For Additional Information:**

**Lisa Tussey, District Treasurer**

**Fayetteville-Perry Local School District**

**551 S. Apple St.**

**Fayetteville, OH 45118**

**Phone (513)-875-3688**

**Fax# (513) 875-2703**

**DEADLINE TO APPLY- March 15th, 2024 (4 p.m.)**

**Assistant to the Treasurer Open Position (Payroll-Budgetary)**

**Workdays: 250 (year round) Step 0 - Salary: $30,983.68**

This individual must have time management skills, be organized and have advanced technology skills (preferably Excel). An ability to quickly learn the state software accounting systems including: payroll (usps)/budgetary (usas).

This position requires strong accounting knowledge and the ability to reconcile all entries. Prefer an accounting degree or experience in the profession.

Following a Procedure-Checklist carefully and meticulously in order to not cause errors in payroll and loss of time.

Building Work Calendars for different payroll groups and Contracts for Employees in system on an annual basis.

Prepare a stretch pay calendar for payroll (15th & 30th unless holiday/weekends)

Familiar with 403b retirement plants including Ohio Deferred, AXA, and Section 125 Plan with (American Fidelity)

Maintaining Employee Kiosk to ensure accuracy in attendance and absences.

Knowledgeable on completing forms, as well as entering information for the on-line portals for insurance including: health, dental, vision and life insurance as well as the retirement systems for both State Teachers and School Employees.

Critical Thinker in the balancing of all entries.

Experienced with filing federal, state, and city taxes including income tax withholdings via R.I.T.A.

This position will have the proper training from both the Treasurer and the Information Technology support team from Hamilton Clermont Cooperative.

Employee accrues vacation leave each month at 0.83 each month and also 1.25 sick leave each month.