

## **ASSISTANT TO TREASURER-PAYROLL SPECIALIST**

**Reports to:** Treasurer

**Employment Status:** as assigned on board-approved contract

**FLSA Status:** Non-Exempt

### **QUALIFICATIONS:**

1. Three to five years of experience with payroll systems
2. Prior experience in fund accounting beneficial
3. Successful completion of BCI/FBI background checks
4. Project an attitude of professionalism and protect the confidentiality of all pertinent information

### **POSITION DESCRIPTION:**

Serve as Assistant to the Treasurer-Payroll Specialist, performing tasks as requested by the Treasurer and the Superintendent

### **ESSENTIAL FUNCTIONS:** (The below list is not ranked in order of importance.)

1. Prepares the semi-monthly payroll, including the following tasks:
  - a. Collects new employee information, creates personnel files, and enters all tax and payroll information into the Uniform School Payroll System (USPS)
  - b. Gathers, maintains, and enters all sick, personal, and vacation leave into the USPS system through the current electronic absence system or manually. Accrues sick leave for all eligible employees on a monthly basis, and accrues all personal and vacation leave on an annual basis
  - c. Gathers and maintains all timesheet information and enters attendance and pay information into USPS
  - d. Performs the initial calculation of payroll information for salaried employees
  - e. Submits direct deposit information to the bank at least 2 days prior to the scheduled pay date
  - f. Reports all new employees to the State Teachers Retirement System and the School Employees Retirement System within 30 days of an employee's first pay
  - g. Reports all new hires to the Ohio Department of Job and Family Services each pay
  - h. Pays all payroll taxes on the day of or within 3 days of the payroll
  - i. Transfers the gross amount of the payroll into the payroll bank account
  - j. Remits all deduction withholdings, (including tax-sheltered annuities, child support, bankruptcy orders, United Way, etc.)
2. Prepares quarterly payroll reports, which includes the following tasks:
  - a. Balancing the quarterly report to the W2 Report every quarter
  - b. Preparing and submitting federal, state, and local quarterly reports on-line and by mail
3. Prepares Form W2s annually and is responsible for all annual payroll reporting at the federal, state, and local levels
4. Collects and enters payroll job calendars annually
5. Prepares payment of the monthly insurance invoices for health, life, dental, vision, and supplemental insurances
6. Processes workers compensation claims and unemployment claims
7. Maintains PERRP record keeping spreadsheet to track workers comp claims and report annually
8. Assists Treasurer with MVEESC employee benefits and communicates with insurance broker and Explain My Benefits to add new employees and terminate departing employees
9. Manages the annual insurance open enrollment
10. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Center.
11. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
12. Ensures safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
13. Helps instill in students the belief in and practice of ethical principles and democratic values

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Dress in a professional manner
2. Type various reports and letters for the Treasurer
3. Participate in MVESC staff activities including inservice programs and planned staff events
4. Perform all other duties as required or requested by the Treasurer/CFO

**ADDITIONAL WORKING CONDITIONS:**

1. Maintain office at MVESC
2. Transport supplies/materials to and from different areas within the MVESC office. Weight may range from 5 to 50 pounds or more
3. Typical office environment which requires going to various individual offices/areas on a regular basis

**KNOWLEDGE OF:**

1. Fund accounting – Advanced
2. Payroll systems – Comprehensive
3. Computer and associated software – Advanced

**SKILLS IN:**

1. Excellent written and verbal communication skills
2. Efficient and effective time-management skills
3. Organization and planning

**ABILITY TO:**

1. Work independently
2. Manage multiple responsibilities by establishing priorities and negotiating timelines
3. Accept additional responsibilities with willingness and enthusiasm

**EQUIPMENT OPERATED:**

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

**TERMS OF EMPLOYMENT:**

Dates of the work period will be stated in the employment contract

**PERFORMANCE EVALUATION:**

The Assistant to the Treasurer-Payroll Specialist will be evaluated by the Treasurer or his or her designee in accordance with the procedures identified by law and including the standards established by the organization. The Assistant to the Treasurer will be given a copy of the evaluation instrument and standards in advance and he or she will be expected to conduct a self-evaluation and establish a minimum of one goal annually to advance knowledge, skill and/or ability in a job-related area.

The Muskingum Valley ESC Governing Board is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the Service Center. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Governing Board adoption date: 4-18-13

Governing Board adoption date: 6-5-23