



#WEARESTRASBURG

Strasburg-Franklin Local Schools

140 North Bodmer Avenue
Strasburg, Ohio 44680
Phone: 330-878-5571
Fax: (330)878-7900

www.strasburgtigers.org

Vince Lindsey
Superintendent

Jon Pusateri
Treasurer

Board of Education

Wes Hostetler
President

Kevin Harvey
Vice President

Stacy Bitikofer
Board Member

Marsha Clark
Board Member

Diana Flickinger
Board Member

Strasburg-Franklin Local Schools Job Posting

Assistant to the Treasurer

The following position is effective for the 2022-23 school year. If you are interested in this position and have the necessary qualifications, please apply in writing/email to the Superintendent's office by the following deadline. Be sure to include a **letter of interest, resume and references**. Vince.lindsey@strasburgtigers.org

Position: Assistant to the Treasurer

Building: Strasburg-Franklin Local Schools

Daily Time: 8:00am-4:00pm

Salary Rate: Commensurable with experience and education

Effective Date: TBD

Reports to: Treasurer

Deadline: Until Filled

Qualifications: High School Diploma

Additional Qualifications

- 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.

JOB DESCRIPTION

Essential Functions

- Performs duties that support the effective processing of payrolls and related employee benefits. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.
- Performs duties that support the effective processing of authorized financial obligations and the timely collection of receivable accounts. Maintains non-consumable fixed asset records
- Provides administrative support services. Coordinates office workflow. 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.



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- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- 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.
- Analyzes account activities. Prepares monthly recaps as directed.
- Reconciles bank statements as directed. Files checks in numerical order.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule/experience level. 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.
- Verifies authorized employment inquiries (e.g., loan applications, etc.).
- Processes employment services, worker compensation, and unemployment reports.
- Maintains retirement program records. Processes end of employment forms.
- Maintains employee health insurance and COBRA files. Processes enrollment forms.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contact vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- 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.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.
- Maintains student activity accounts and building fund records.
- Reconciles bank statements as directed. Files checks in numerical order.
- Analyzes account activities. Prepares monthly recaps as directed.
- Maintains a building-use calendar. Processes rental contracts/invoices. Records payments.
- Processes forms for special education reimbursements.
- Processes receivable accounts. Prepares/makes bank deposits.