

Job Description

Title: Assistant Treasurer/Payroll/Benefits/Accounts Payable

Reports to: Treasurer

Job Objective: Performs duties that support the effective operation of the Treasurer's office. Addresses issues

that arise during the absence of the Treasurer within the limits prescribed by law. Performs all duties that support the effective processing of payrolls, employee benefits, and accounts payable.

Essential

Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides administrative support services. Takes the initiative to perform routine tasks and works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
- Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Inputs information into and retrieves information from the computer. Verifies the accuracy of database information as directed.
- Assists the Treasurer to complete and file, at proper times, all forms, reports, papers, and other requirements as prescribed by the auditor, department of education, or other state and local agencies.
- Maintains personnel records and payroll reports/responsible for all employee onboarding.
- Assists the Treasurer in keying and filing all employee contracts, salary notices, and other requirements concerning payroll, accounts payable, and employee records.
- Assists the Treasurer with daily correspondence and filing, receiving, and preserving all records concerning payroll and employee records.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule/experience level. Collects and maintains payroll deductions authorization forms.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmation forms as directed. Reconciles and pays all employee and employer deductions timely to meet deadlines.
- Maintains medical, disability, personal/family leave, sick leave, and vacation records. Handles health insurance discrepancies between insurance company and claimant.
- Performs all Accounts Payable operations utilizing accounts payable software. Trains new employees as needed on software, and provides guidance to current employees.

- 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, workers compensation and unemployment reports.
- Maintains retirement program records. Processes end of employment forms and severances.
- Maintains employee health insurance and COBRA files. Processes enrollment forms and manages yearly open enrollment.
- Responsible for SERS and STRS employee forms and monthly reports and all filings, along with certified wage verifications and deposit and service reports for current and former employees.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Helps with archiving payroll records and helps monitor records retention schedule with the Treasurer.
- May process mail and faxes in the absence of other personnel.
- Maintains forms related to administrative procedures and program functions.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains good rapport with all employees and vendors at all times and provides excellent customer service to all.
- Keeps current with advances in office technology.
- Cross-trains with department staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- When necessary, greets and assists office visitors.
- Performs other specific job-related duties as directed.

Qualifications:

- Associate's degree or equivalent from a two-year college or technical school or equivalent accounting experience.
- Previous payroll experience preferred.
- Such alternatives to the above qualifications as the Treasurer and/or Board of Education may find appropriate.
- Must be bondable.

Required Knowledge,
Skills and Abilities:

- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- Proficiency in math
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail
- Payroll and accounting skills

Equipment
Operated:

- Computer/printer
- Typewriter
- Calculator
- Copy machine/Scanner
- Check signer
- Fax machine
- Telephone

Additional
Working Conditions:

- Occasional evening/weekend work as directed by Treasurer
- Frequent requirement to sit, hear, see, read, speak, reach, stretch with hands and arms
- Frequent repetitive hand motion, e.g. computer keyboard, typing
- Occasional requirement to stand, walk, talk, climb, kneel and stoop
- Occasional requirement to lift, carry, push, or pull up to a maximum of 10 pounds.
- Occasional overtime work will be requested and expected of the employee