

Yellow Springs School District Assistant to the Treasurer

Description: Shall assist and support the treasurer in all areas of his/her duties.

Reports to: Treasurer

QUALIFICATIONS:

1. College Degree preferred
2. Must be accurate, efficient and capable of handling detailed work assignments
3. Self-motivated and self-directed with the ability to organize, prioritize, problem-solve, and meet deadlines
4. Maintains confidentiality
5. Proficient with Microsoft Office programs and accounting software programs
6. Accounting skills/experience, with knowledge of school accounting and software preferred
7. Ability to get along and communicate with staff, administrators, public and others
8. Ability to make decisions in a fast-paced environment

DUTIES & RESPONSIBILITIES:

1. Process payroll including-time sheets, attendance and deductions on eFinance software
2. Process and maintain monthly/quarterly/annual tax reporting
3. Process and maintain monthly retirement reports
4. Process and maintain staff fringe benefits and monthly insurance reports/payments
5. Process benefits for current and new employees
6. Maintain staff work calendars
7. Process and maintain staff attendance records
8. Process and maintain staff tuition reimbursement records
9. Manage all aspects of fixed asset inventory procedures
10. Process Family medical leave (FMLA)
11. process worker's compensation claims
12. Provide information and reports to staff of the auditor's office in order to aid them in preparing GAAP and audit reports efficiently and minimize audit costs
13. Conduct other duties related to the treasurer's office

EMPLOYMENT TERMS

12-month exempt