



Graham Local School District

7790 West US Highway 36 Saint Paris, OH 43072-9496

Telephone: (937) 663-4123 • Fax: (937) 663-4670

"SUCCESS TODAY, PREPARED FOR TOMORROW"

Interim Superintendent Mr. Matt Curtis • Assistant Superintendent Mrs. Emily Smith • Treasurer Mrs. Judy Geers
Director of Operations Mr. Don Burley • Director of Teaching and Learning Mr. Chad Lensman

ANNOUNCEMENT OF VACANCY FOR THE 2019-20 SCHOOL YEAR

Position: Assistant Treasurer

Description: Graham Local Schools is hiring for an Assistant Treasurer

Qualifications:

- Associate degree in accounting preferred. 3-5 years work experience in governmental accounting/auditing procedures and automated data processing systems is required.
- Meets all mandated health screening requirements.
- An acceptable score on a pre-employment test may be required.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Work experience using E-Finance Plus preferred, but not required.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with work skills essential to the objectives of the position.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Proficient with Microsoft Office software, specifically high competency in Excel.

Please see the attached Assistant Treasurer's Job Description for details on qualifications and job duties.

Beginning Date: TBD

Salary Range: \$50,960 - \$66,940

Application Procedure: Letter of Interest and current resume;
List of professional references, including home and work telephone numbers and relationship of the person to you;
Credentials/Placement file (if you have one);
Complete set of official transcripts (a copy is sufficient);
Copy of valid Ohio (or other state) license
District application form; signed release of employment information authorization form;
and signed criminal history check authorization form.

Each item listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.

Mail or deliver the requested materials to the address listed below:

Mrs. Kristie Purtee, Graham Local Schools
7790 West US Highway 36
Saint Paris, OH 43072
Phone: (937) 663-4123
Email: purteek@grahamlocalschools.org

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GRAHAM LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Title: ASSISTANT TREASURER

File 202

Reports to: Treasurer

Job Objective: Performs duties that support the effective management of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

Minimum Qualifications:

- Associate degree in accounting preferred. 3-5 years work experience in governmental accounting/auditing procedures and automated data processing systems is required.
- An acceptable score on a pre-employment test may be required.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Work experience using E-Finance Plus preferred, but not required.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with work skills essential to the objectives of the position.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Proficient with Microsoft Office software, specifically high competency in Excel.

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-level support services. Uses independent judgment to manage job responsibilities. Organizes resources to carry out assignments. Plans and implements strategies to accomplish tasks within adopted time-frames.
- Keeps administrators aware of work progress and pending deadlines.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Facilitates teamwork. Seeks clarification when expectations are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- 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 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.
- Processes termination and retirement forms. Maintains retirement records.
- Maintains employee health insurance and COBRA files. Processes enrollment forms.
- Processes receivable accounts. Prepares/makes bank deposits.
- Processes forms for special education reimbursements.
- Reviews staff mileage and reimbursement forms. Prepares and disburses checks.
- Maintains a vendor tax identification file. Prepares 1099 forms.
- Maintains student activity accounts and building fund records.

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- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended.
- Proficient with Microsoft Office software, specifically high competency in Excel.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions. Updates handbooks, fact sheets, etc
- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Proficient in the use of Google productivity software (docs, sheets, classroom, etc.).
- Balances ledgers. Reconciles statements. Analyzes account activities. Prepares recaps.
- Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Receives deliveries. Compares package contents with purchase order. Processes invoices for payment. Maintains a completed payment file.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Organizes/stores supplies. Maintains an inventory control system. Reorders supplies as needed.
- Maintains fixed asset inventory records. Tags property with durable identification labels.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities

Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Positive attitude and friendly.
- Demonstrates high standards of customer service and support.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working

Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance

Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Graham Local School District Board of Education.

The Graham Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

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