



Huber Heights City Schools Job Description

Classification: Administrative Assistant - Accounts Payable/Receivable

Location: Treasurer's Office

Salary Range: \$21.35-\$40.35

Length of Work Day: 8 Hours Per Day

Length of Work Year: 12 Months/260 Day Contract

Qualifications:

- Knowledge in the area of accounts receivable and accounts payable.
- Knowledge of state software accounting system (USAS) and SCview.
- General computer skills, proficiency in Microsoft excel.
- Accounting experience.
- Excellent at detail work, especially with typing numbers/dollar amounts.
- Good work ethic.
- Ability to work harmoniously with other employees.
- Ability to work under pressure and meet deadlines.
- High school diploma or equivalent.
- Provides documented evidence of a clear criminal record.
- Valid Ohio driver's license.

Performance Responsibilities: The following skills and duties are representative of performance expectations.

- Position will utilize state school accounting software and work closely with the building clericals, Treasurer and central office staff.
- Distributing US Mail and Department Mail each day.
- Covering Front Desk as Needed.
- Answering the main telephone line for the Treasurer's Office and directing calls to the correct person.
- Taking phone calls/screening calls for the Treasurer.

- Regularly checking emails/answering questions/problem solving.
- Requesting W-9's from companies to set them up as new vendors for the district.
- Accounts Payable Procedures to include:
 - Daily uploading of received invoices via US Mail and InterOffice mail to MYSCVIEW for district department review/approval.
 - After invoice approval, work in MYSCVIEW to match invoices to purchase order number, index invoices for payment, post invoices to USAS, prepare a spreadsheet of payment/vendor/amount making sure everything balances with USAS for the weekly check run, work in Treasury Management and CPS for positive pay and V-card transactions.
- Banking each morning: Receipting/updating daily receipts spreadsheet.
- Preparing daily deposits for Courier, or if no courier, take deposits to the bank.
- Keying In Requisitions/ordering supplies for the Treasurer's Office/scheduling service on equipment.
- Keying in Requisitions for St Peter and Dayton Montessori. Faxing/emailing orders to vendors if needed. Also, following up on District orders as needed.
- Obtaining Superintendent and Treasurer signatures on all Student Activity paperwork that is submitted each year.
- Keying in Activity Budgets as needed/keeping binders by Fiscal Year.
- Obtaining Superintendent approval/signature on Administrator reimbursements.
- Approving Student Activity requisitions by checking budgets with appropriate paperwork.
- Obtaining the Treasurer's signature or initials on Acknowledgement of Donations for Treasurer to get Board approval.
- Creating Virtual Cards for district purchasing.
- Billing Preschool Promise.
- Billing Satellite Substitutes.
- Issuing Student Refunds.
- Organizing third party billing.
- Pulling Amazon receipts monthly for Treasurer balancing.
- Preparing Payments in Lieu of Transportation.
- Pay Scholarships.
- Prepare tax exemption certificates, W-9's as needed for district
- Fill out credit applications for the district.
- Other duties assigned by the Treasurer or Treasurer's designee.

Abilities Required: The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Averts problem situations and works to resolve conflicts.
- Completes detailed paperwork and job assignments accurately.
- Displays enthusiasm and promotes a positive work and learning environment.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Maintains an above average attendance record and is punctual.
- Works cooperatively to support a successful team effort.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working during the evenings, weekends, or when school is closed.
- Duties will require working under time constraints to meet deadlines.
- Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity.

Performance Evaluation: Treasurer

October 16, 2026