**Clearview Local School District**

**JOB DESCRIPTION**

**TITLE:** ASSISTANT TO TREASURER (File: 3003)

**REPORTS TO:** Treasurer

**Job Objectives:** Assists with the effective operation of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

**Minimum Qualifications:**

* High School diploma and satisfactory pre-employment skill test score.
* Post-secondary training in accounting is desirable.
* Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
* Documentation of a clear criminal record.
* Complies with drug-free workplace rules and board policies.
* Bookkeeping skills and the ability to compute mathematical data

accurately.

* Meets all prerequisite qualifications to be bonded.
* Congenial telephone etiquette.
* Multitasking ability and strong diplomacy skills.
* Proficient in office protocol and the use of information technology

Systems.

* Proficient in data entry, spelling, proofreading, and the correct use of

grammar.

* Proficient in the use of computer software and maintenance of office

records.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

* Performs administrative support duties. Takes the initiative to perform routine

 tasks independently.

* Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.

* Upholds board policies and follows administrative procedures. promotes a. favorable image of the school district. Supports community partnerships that enhance district programs and services.
* Respect personal privacy. Maintains the confidentiality of privileged information.

**Job Description:**

* Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
* Maintains an office calendar as directed. Schedules appointments as directed.
* Acknowledges visitors. Determines the reason for their visit. Answers questions. Directs visitors to the appropriate person or office.
* Keeps current with policy and procedure changes. Helps keep staff informed about procedural changes as directed. Refers inquiries requiring policy interpretation to administrative staff.
* Uses a computer to prepare and process formation such as Account Payable functions (e.g., input, compile, tabulate, post, store retrieve, scan, modify, print, etc.).
	+ - Make payments to vendors
		- Print and prepare checks for mailing
		- Resolve purchase orders, invoices, and payment errors and/or discrepancies.
		- Verify vendor accounts
		- Maintain confidentiality of vendors and employee information.
		- Maintain accounts payable records.
		- Review invoices and purchase orders before issuing checks.
		- Answer vendor inquiries.
		- Maintain all accounts payable records and files.
		- Enter invoices into the computer system.
		- Resolve any outstanding balances.
		- Prepare checks and pay bills including telephone, utilities, payroll taxes, etc.
		- Enter new vendors and update the vendor files as needed.
		- Attend training as needed for professional development and improvement.
		- Create requisitions for food service department and maintenance department.
		- Update and maintain asset records.

* Verifies the accuracy of database information as directed.

Composes and types routine correspondence, memos, notes, forms, etc. Assists with the preparation of all fund budgets/appropriations and yearly, quarterly, and monthly reports.

* Collects compiles, edits, and types statistical data and reports as directed. Uses photocopying and duplicating equipment to reproduce documents.
* Process mail, e-mail, and faxes (i.e., incoming, outgoing, and interoffice).
* Types, duplicates, assembles and processes routine and special mailings. Assists with committee assignments and/or special projects as directed.
* Monitors and reorders office supplies to maintain reliable service levels. Maintains forms related to administrative procedures and program functions.
* Prepares complete and systematic financial records as directed. Assembles data for financial analysis/forecasting when requested. Works cooperatively with auditors.
* Analyzes monthly account statements. Prepares recaps as directed.

Helps maintain fixed asset records. Prepares end-of-year reports.

* Keeps files and supplies properly stored to maintain an orderly office. Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
* Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator. Reports evidence of suspected child abuse as required by law.
* Keeps current with advances in office technology. Updates office procedures.
* Places calls for maintenance and repair services as directed.
* Cross-trains with other office staff as directed. Offers assistance when needed.
	+ Prepare monthly closing reports for the board of education and assist with bank reconciliation.
	+ Assist in annual audits, Medicaid reviews, and Ohio Department of Education reviews.
	+ Work cooperatively with the Payroll department.
	+ Assist with payroll serving a back-up processor of payroll on a regular basis (at least 2 pays per qtr.)
	+ Maintain and update employee absences each pay period.
	+ Other duties as assigned in relations to accounts payable/payroll.
	+ Reconcile voluntary payroll deductions against invoices.
	+ Serve as backup on accounts receivable.
* Participates in staff meetings and professional growth opportunities as directed.

**Abilities Required:**

* Accepts personal responsibility for decisions and conduct.
* Wears appropriate work attire and maintains a neat appearance.
* Strives to develop rapport and serve as a positive role model for others. Performs other specific job-related duties as directed.
* The following characteristics and physical skills are important for the successful performance of assigned duties.
* Demonstrates professionalism and contributes to a positive work environment.
* Performs prescribed activities efficiently with limited supervision. Reacts productively to interruptions and changing conditions.
* Effectively uses verbal, nonverbal, writing, and listening skills. Completes paperwork accurately. Verifies and correctly enters data. Maintains an acceptable attendance record and is punctual.

**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 lifting, carrying, and moving work-related supplies/equipment.
* Duties may require operating and/or riding in a vehicle.
* Duties may require traveling to meetings and work assignments.
* Duties may require performing repetitive tasks quickly.
* Duties may require prolonged use of a computer keyboard and monitor.
* Duties may require standing, reaching, bending, crouching, and/or kneeling.
* Duties may require working extended hours.
* Duties may require working under time constraints to meet deadlines.
* Potential for exposure to adverse weather conditions and temperature extremes.
* Potential for exposure to blood-borne pathogens and communicable diseases.
* Potential for interaction with disruptive and/or unruly individuals.

**Compensation:**

* Salary shall be established by the Central Office Classified Salary Schedule.

**Performance Evaluation:**

* Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District Board of Education.