

**ACESC    Job Description 2022    Assistant to the Treasurer**

<b>Qualifications:</b>	<p>Associate Degree in the Accounting Field or equivalent experience in related field          Ohio School Treasurer’s License a plus – Not required          Effective communication skills (written and verbal)          Ability to work in a team environment          Strong computer skills (specifically in spreadsheets)          Strong time-management skills          Strong work ethic          Willingness to take on additional responsibilities          Resolve complex issues in creative, efficient, and effective ways          Ability to set and manage goals in order to meet strict deadlines          Ability to main confidentiality and discretion          Ability to maintain a professional demeanor as a representative of the Treasurer, Superintendent, and Board of Education</p>
<b>Experience</b>	<p>Experience in payroll processing, accounts payable, accounts receivable and state redesign software (USPS-R) preferred.</p>
<b>Reporting To:</b>	<p>Treasurer and/or Superintendent</p>
<b>Performance Responsibilities:</b>	<p>To provide the necessary high quality professional support and services to the Allen County Educational Service Center and its member schools.</p> <ol style="list-style-type: none"> <li>1. Be able to multitask and prioritize workload to meet periods of peak demand;</li> <li>2. Perform daily payroll department operations;</li> <li>3. Manage workload to ensure all payroll transactions are processing accurately and timely;</li> <li>4. Process accounts payable, accounts receivable, daily purchase order and inventory</li> <li>5. Reconcile payroll prior to transmission and validate confirmed reports;</li> <li>6. Understand proper taxation for Federal, State and Local taxes;</li> <li>7. Process and remit accurate voluntary and involuntary deductions;</li> <li>8. Develop ad hoc financial and operational reporting as needed;</li> <li>9. Organize tasks into logical and purposeful sequence;</li> <li>10. Reconciliation of health insurance benefits;</li> <li>11. Research, troubleshoot, and communicate any payroll related issues or employee inquiries.</li> <li>12. Work self-directed as well as cooperatively and harmoniously with colleagues and handle information professional and confidentially;</li> <li>13. Other duties as directed by the Treasurer and/or Superintendent.</li> </ol>
<b>Physical/Mental/ Work Hazards</b>	<p>Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling and grasping.</p>
<b>Travel Requirements</b>	<p>Travel to school buildings, city/state agencies and professional meetings as required</p>
<b>Evaluation:</b>	<p>Performance of this job will be evaluated by the Treasurer or his/her designee in accordance with provision of the Allen County Board policy on evaluation of certificated personnel.</p>