

MONTPELIER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT TREASURER
Reports to: Treasurer/CFO

File 201

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

- Bachelor degree in accounting/business.
- Treasurer's license or ability to obtain a Treasurer's license.
- School business experience or related field preferred.

Qualifications:

- Experience in automated data processing systems is required.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Meets all prerequisite qualifications to be bonded.
- 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 workplace innovations that enhance personal productivity.
- 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. Accepts new responsibilities/assignments willingly.
- 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.

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. Handles multiple tasks simultaneously.
- 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.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures 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.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmations forms 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.
- Maintains retirement program records. Processes end of employment forms.
- Prepares/makes bank deposits for payroll.
- 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.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules. Monitors sign in/sign out forms.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
Collect all employee forms and enter in computer for proper payroll processing.
- Process and submit all deduction checks, including federal, state, SERS, and STRS.

- Assists with staff insurance open enrollment and processes insurance enrollments during the year
- Receive questions and requests from employees regarding payroll and attend to matters promptly and accurately.
- Process all purchase orders and work with all school departments with efficient processing and clearing of purchase orders.
- Verify and process all invoices and statements from vendors and process checks/ACH deposits to vendors.
- Maintains forms related to program functions. Updates handbooks, fact sheets, etc
- Balances ledgers. Reconciles statements. Analyzes account activities. Prepares recaps.
- Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Obtains vendor price quotes. Analyzes comparative data. Prepares requisitions for approval.
- 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.).
- Assists with special projects as directed. Helps coordinate building activities (e.g., conferences, open houses, orientation programs, recognition activities, in-service training, special events, etc.).
- . Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Pursues growth opportunities that enhance professional performance 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.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- 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.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- 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:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions 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 Montpelier Exempted Village School District Board of Education.

The Montpelier Exempted Village 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.