

Interested parties should submit a written statement of application to the Superintendent's office @ P.O. Box 1149 510 Fifth St. Beverly, OH 45715 by 4:00 p.m. November 4, 2011.

Assistant School Treasurer for Fort Frye Local School District

- Treasurer's License Preferred
- Salary: Negotiable, based on experience & training
- Payroll Experience a must

RESPONSIBILITY: The Assistant Treasurer is directly responsible to the Treasurer and the performance of duties as assigned by this Job Description.

DUTIES:

1. Calculate all payrolls.
2. Run all payroll checks.
3. Prepare direct deposit file every pay for Citizens Band Company in a timely manner.
4. Run printed checks through folder/sealer and prepare for distribution to buildings or mailing.
5. Responsible for regular accumulation of sick leave days, personal leave days, and vacation days.
6. Keep all employees' earnings records, tax withholding data for payroll, and other deductions (health, dental, vision, life, annuities, credit union, etc.) current.
7. Calculate and prepare all payroll reports, i.e. State Teachers Retirement System, School Employees Retirement System, all tax reports, professional dues, and tax-sheltered annuities, garnishments and prepare checks for same where applicable.
8. Distribute payroll forms to new employees of the school district.
9. Calculate all substitute hours, overtime, and extra hours submitted for payroll.
10. Maintain records of employee compensatory hours.
11. Post all sick leave, personal leave, staff development, jury duty, and vacation days used by each employee.
12. Reconcile the payroll clearance bank statements monthly.

13. Calculate annual surcharge for submission to SERS.
14. Prepare W-2's for each employee at the end of each calendar year and have ready for distribution no later than 31 days after the year end.
15. Responsible for closing quarterly reports in regard to payroll and prepare forms - Federal, State (OH & WV), Ohio Department of Job and Family Services.
16. Executing STRS Advance at the end of every fiscal year.
17. Prepare pay date schedules for both certificated and support staff in advance of the current school year.
18. Calculate each employee's pay to prepare for distribution of salary notices and enter salaries in NEWCNT program for the up-coming school year.
19. Maintain job calendars for all employees.
20. Maintain Employee Profile Payroll book of all employees for each school year.
21. Prepare special calculations required by OAPSE and FFTA contracts in regard to personal day bonuses, year-end sick leave balances, vacation pay, compensatory hours, health insurance waiver pay, severance pay, and keep record of family hardship leave.
22. Maintain employee records and payroll files.
23. Working closely with EMIS Coordinator - responsible for EMIS staff reporting.
24. Responsible for typing all minutes of board meetings.
25. Completing forms received in the Treasurer's Office in regard to employee information (loans, request of service days/years from other school districts, earnings, sick leave balance transfers, etc.).
26. Responsible for filing Final Deposit and Service records of all retiring employees to STRS and SERS.
27. Order supplies for the office.
23. Assist with the telephone.
29. Assist with other typing as assigned by the Treasurer.
30. Assist the Treasurer in any duties as may be required to be assigned to effect a smooth and efficient operation of the Treasurer's Office.