

**EAST MUSKINGUM LOCAL SCHOOLS**  
Job Posting  
Assistant Treasurer/Payroll Manager

**Primary Contact:** Lottie Fisher  
**Email:** [lfisher@eastmschools.org](mailto:lfisher@eastmschools.org)  
**Posted on:** December 10, 2021  
**Expiration:** January 14, 2022

Posting Date: December 10, 2021

Applications are now being accepted for an Opening, Assistant Treasurer/Payroll Manger. This position requires 260 calendar days with an anticipated start date to be no later than June 1, 2022.

**Application Procedure**

- For all Internal Candidates: Send letter of interest and resume to Lottie Fisher, Treasurer to [lfisher@eastmschools.org](mailto:lfisher@eastmschools.org)

In applying for the position, the internal candidate should provide all information to be considered in filling the vacancy. Please note the position in the subject of the email.

- For all External Candidates: Send letter of interest, resume, and at least three recommendations to Lottie Fisher, Treasurer to [lfisher@eastmschools.org](mailto:lfisher@eastmschools.org)

**Application Deadline**

An Application must be submitted no later than 5:00 p.m.

**Position Description:**

- Assistant Treasurer/Payroll Manager – East Muskingum Local School District
- Direct Report to Treasurer
- 260 work days
- Salary as established by the Board of Education, commensurate with experience

**Experience/Education:**

- Must hold an Advanced Degree (Associates) in Business or Business Related Field, Bachelors preferred. In place of a formal degree, any candidate with a combination of training and experience will be considered with ability to obtain an Ohio School Treasurer's License.

**Position Requirements:**

- Ongoing Duties: Processing of Bi-Weekly Payroll
- Benefits Administration

- Human Resources Functions – FMLA, Annuities, Section 125, Federal Requirements, Workers Compensation
- On-Boarding all New Employees
- Employment Contracts/Contract Administration verifying complete and proper employment documentation
- Cross Training – All Office Business Functions including A/R, A/P, Banking, Forecasting, Budgeting, and Federal Awards, organize and manage record filing
- Prefer Experience using State Software Redesign or is willing to learn
- Verifies time sheets, calculated gross wages, process and reconcile payroll records, distributes paychecks or deposit confirmations forms as directed
- Maintain Payroll Records, Personnel Files
- Prepares employee W-2 forms
- Leave Request Administration
- Ongoing Training Required which may include required travel to meeting and work assignments
- Regular use of Office Machines, State Software, Email, Voicemail
- Comply with any and all applicable State, Federal Laws, Board of Education Policy, Established Work Rules/Guidelines, Administrative/Supervisor Directives
- Upholds board policies and follows administrative procedures
- Proficient in Microsoft Word, Microsoft Excel and Uniform School Payroll System and related software
- Meets all prerequisite qualifications to be bonded

**Employee Qualifications:**

- Ability to work with professional auditors, consultants, and technical staff assigned to assist in auditing and accounting functions as well as a team and independently
- Self-motivated individual with high level of confidentiality and customer care, set priorities, and works well under pressure with an attention to detail

**Performance Responsibilities:**

1. Work outside normal business hours if necessary to meet deadlines
2. Complete federal, state, city and school district income tax deducting and reporting
3. Process and understand medical, prescription drug, dental, vision and life insurance enrollments and changes
4. Process and understand all payroll deductions
5. Process sick, personal and vacation leaves accurately
6. Assist in handling workers compensation and unemployment compensation claims
7. Verify employment and/or income of current and former employees
8. Process all STRS and SERS deductions including remittance and retirement reporting
9. Deduct all 403(b) annuity amounts and maintain required IRS documentation for same
10. Assist the treasurer in the monthly reconciliation of the bank accounts
11. Other duties as assigned by the Treasurer of his/her designee

**Conduct:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The East Muskingum Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

11/2021