



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION RECEPTIONIST/TREASURER'S ASSISTANT JOB DESCRIPTION

Position:	Receptionist/Treasurer's Assistant
Department:	Administrative Office
Building/Facility:	District - Wide
Reports to:	Treasurer/Superintendent
Employment Status:	Regular/Full-time (260 Days) 8 Hours – ½ Hour Unpaid Lunch
Status:	Exempt
Qualifications:	Bachelor's Degree in Accounting, Business Administration, Finance, and/or related field Appropriate State of Ohio Treasurer's certificate/license (or willing to obtain) Alternative to the above qualifications as the treasurer and/or board of education may find appropriate
Description:	The assistant's work will encompass day-to-day operations by ensuring timely services provided to school administration, school employees, parents and the general public
Role Model:	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice ethical principles and democratic values

Essential Functions:

- Ensure the accurate and secure collection, recording (posting), safekeeping, and depositing of all district moneys and corresponding records
- Ensuring the accurate disbursement of district funds for expenses according to prescribed policies and procedures
- Processing and keeping up-to-date purchase orders for the district
- Processing invoices and ok for payment requisitions for payment in a timely manner
- Becoming familiar with all payroll functions to become a backup for payroll processing
- Maintain and provide for the safekeeping of the district's inventory and assets
- Maintaining the district's compliance with the Uniform School Accounting System (USAS)
- Provide information to district employees and the public as appropriate
- Process finger printing for new employees
- Type and index minutes of the board meetings
- Perform financial analysis of payroll salary schedules and cost increases
- EMIS – Processing and updates disability conditions
- Open and sort mail daily for the central office staff
- Perform any other duties related to the work of the Treasurer or the Board as assigned by the Superintendent or the Treasurer
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Demonstrate responsibility, initiative, and ability to structure the workday with a minimum of supervision
- Ability to type 40 WPM with accuracy
- Proven experience in dealing with the public (employees, taxpayers, etc.) and excellent attendance behavior
- Experience with and frequent use of a PC-based word processor (such as Word Perfect, Microsoft Works or Microsoft Word)
- Experience with and frequent use of a PC-based spreadsheet (such as Lotus 123, Excel, or Microsoft Works)
- Familiarity with and frequent use of accounting systems
- Willingness to accept guidance, direction, and constructive criticism as needed
- Ability and willingness to maintain a harmonious office environment
- Experience reconciling large cash activity
- Experience in school accounting (specifically with USAS) is a plus
- A Bachelor's degree in accounting or Business Administration is a plus
- An Associate degree in accounting or Business Administration with a willingness to continue education to acquire a Treasurer's License would be acceptable

Equipment Operated:

- Copy Machine
- Printer
- Computer
- Telephone
- Calculator

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluid and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Frequent period of repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Occasional lifting, carrying, pushing, and/or pulling of items up to a maximum of 25 pounds

Oak Hill Union Local Schools**Board of Education**

Approved: 5/15/2003

Revision: 7/25/2018



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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee’s supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date