

**JOB DESCRIPTION**

*Eaton Community Schools  
An Equal Opportunity Employer*

Title: Assistant to the Treasurer I

Reports To: Treasurer

Employment Status: Full-time

FLSA Status: Exempt

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**QUALIFICATIONS:**

1. Be eighteen years of age or older.
2. College degree preferred.
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Self-motivated and self-directed with the ability to organize, prioritize, problem-solve, and meet deadlines.
7. Valid driver's license.
8. Have ability to maintain a high level of ethical behavior and confidentiality of information.
9. Possess ability to work with administration, supervisors, fellow employees, public and others positively, effectively, and energetically.
10. Must have knowledge of budgetary matters and accounting principles.

**GENERAL DESCRIPTION:**

The Assistant to the Treasurer I shall assist the Treasurer with the financial and business affairs of the Eaton Community School District.

**ESSENTIAL FUNCTIONS:**

1. Is responsible to the Treasurer.
2. Will be in charge and coordinate all functions and duties of the Treasurer's Office in the absence of the Treasurer (includes attending Board meetings in the absence of the Treasurer.)
3. Coordinates and administers the employee fringe benefit programs.
4. Coordinates the payroll functions, including but not limited to:
  - a. Receiving and calculating all salaries (cross-check with Treasurer)
  - b. Figuring timecards on hourly employees
  - c. Prepaying payroll on accounting system
  - d. Preparing all necessary payroll reports
  - e. Processing payroll deduction checks
  - f. Preparing W-2's and 941's
  - g. Possessing a thorough knowledge of software used for processing payroll
5. Enrolls new employees in benefit programs, if applicable.
6. Processes all sick leave, personal leave, and vacation leave requests.
7. Prepares and processes life and health insurance for Board payment.
8. Prepares retirement reports.
9. Prepare reports and monitor tracking for Affordable Care Act compliance.
10. Assists Superintendent or designee in preparation of reports (with approval of Treasurer).
11. Prepares EMIS reports assigned by the Treasurer.
12. Prepares personnel contracts; maintains the data base and tracks information such as years of experience, addresses, and certificates held.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Assists in duties of Account Clerk-Budget and Secretary to the Treasurer’s Office in their absence or when assigned.
2. Assists Treasurer in any other duties as needed or assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of: Board policies and procedures, public relations, State and Federal regulations, accounting, bookkeeping, and state reporting requirements.
- Ability to: interpret policies, rules and regulations together with local, state and federal regulations and procedures; prepare Board reports and minutes, maintain accurate records, prepare meaningful, concise and accurate reports; communicate effectively.
- Skill in: Microsoft Office programs, accounting software (with knowledge of school finance and software preferred)

**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.

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.

**EQUIPMENT OPERATED:**

Computer, calculator, fax, copier, telephone, and other items as requested.

**ADDITIONAL WORKING CONDITIONS:**

Occasional exposure to inclement driving conditions, unruly adults.

**TERM OF EMPLOYMENT:**

Two hundred sixty days annual contract.

**PERFORMANCE EVALUATION:**

Conducted by the Treasurer.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date