



# EVERGREEN LOCAL SCHOOLS

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*Building on Tradition • Committed to Excellence • Cultivating the Future*

## Assistant to the Treasurer Position Opening

Evergreen Local Schools is seeking applicants for the Assistant to the Treasurer position which will handle payroll and benefits for the district. Evergreen has 152 full time staff members, 1,172 students, and three buildings on one main campus. The Assistant to the Treasurer will report directly to the Treasurer. The Treasurer's Office consists of one Assistant to the Treasurer (Payroll and Benefits), one Accounts Payable/Accounts Receivable, and the Treasurer.

Posting Date:	December 21, 2023
Application Deadline:	January 31, 2024
Interviews:	February - March 2024
Hire Date:	March 2024
Start Date:	April 1, 2024

### About the position:

- Must have a high school diploma
- Full time - 260 days
- Health, Vision, Dental Insurance are offered
- Must be able to maintain confidentiality
- Experience with USPS (Uniform School Payroll System) is preferred
- Must exhibit positive interactions with staff

To apply, applicants should visit our website: [evgvikings.org](http://evgvikings.org) (Departments → Employment Opportunities)

For more information or questions about this position, please contact Brian Carroll, Treasurer:

[bcarroll@evgvikings.org](mailto:bcarroll@evgvikings.org).

EVERGREEN LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>ASSISTANT TO THE TREASURER (PAYROLL/BENEFITS SPECIALIST)</b>	<b>File 202</b>
<b>Reports to:</b>	Treasurer	
<b>Job Objective:</b>	Processes payroll and benefit transactions. Performs data entry and accounting support services.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma. Work skills substantiated by training and/or work experience using governmental accounting procedures and automated data processing systems.</li><li>· USPS (Uniform School Payroll System) experience.</li><li>· An acceptable score on a pre-employment skill test may be required.</li><li>· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.</li><li>· Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.</li><li>· Demonstrates the ability to use technology equipment/systems associated with job functions.</li><li>· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.</li><li>· Exhibits consistent, impartial and resourceful problem-solving skills.</li><li>· Interacts comfortably/confidently with district staff and the public.</li><li>· Maintains a record free of criminal violations that would prohibit public school employment.</li><li>· Meets mandated health screening requirements following a conditional offer of employment.</li><li>· Meets prerequisite qualifications to be bonded.</li></ul>	
<b>Essential Functions:</b>	<p><b>1. Performs employee payroll/benefit functions and ancillary duties that facilitate the timely attainment of department/district objectives.</b></p> <ul style="list-style-type: none"><li>· Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.</li><li>· Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.</li><li>· Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.</li><li>· Sorts/distributes incoming, outgoing and interoffice mail and faxes.</li><li>· Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).</li><li>· Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.</li><li>· Verifies employees are placed on the correct salary schedule/experience level.</li><li>· Processes/distributes employee contracts, salary notices and other related personnel materials.</li><li>· Collects/maintains payroll deduction authorization forms.</li><li>· Maintains employee health insurance. Processes enrollment forms.</li><li>· Maintains medical, disability, personal/family leave and vacation records.</li><li>· Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records.</li><li>· Distributes paychecks/deposit confirmations forms as directed.</li><li>· Completes payroll reports and tax payments by required deadlines.</li><li>· Maintains monthly, quarterly and annual payroll reports. Prepares employee W-2 forms.</li><li>· Processes employment services, worker compensation and unemployment reports.</li><li>· Verifies authorized employment inquiries (e.g., loan applications, etc.).</li><li>· Processes termination and retirement forms. Maintains retirement records.</li><li>· Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.</li><li>· Helps with special projects/committee activities as directed.</li><li>· Helps maintain essential office services during department staff absences.</li></ul> <p><b>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</b></p> <ul style="list-style-type: none"><li>· Contributes to an effective and positive work/learning environment. Completes all assigned duties.</li><li>· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</li><li>· Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>· Maintains an acceptable attendance record and is punctual.</li><li>· Respects privacy and maintains the confidentiality of privileged information.</li><li>· Strives to develop rapport and serve as a positive role model for others.</li><li>· Takes the initiative to perform routine tasks independently.</li></ul>	

**3. Maintains open/effective communications. Serves as an information resource.**

- Coordinates meetings, conferences and other departmental activities.
- Keeps informed about program/procedure changes.
- Learns staff names, titles and work schedules.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques to resolve concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with department staff to ensure shared resources are used effectively.

**4. Pursues opportunities to enhance professional performance.**

- Updates skills as needed to use available task-appropriate technology effectively.
- Cross-trains with other office staff. Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps manage/eliminate risks.**

- Maintains high standards for appropriate conduct. Watches for situations that may indicate a problem. Recognizes and responds to prevent/stop bullying. Follows district protocol and state law when inappropriate behavior is encountered.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Evergreen Local School District.

The Evergreen Local School District is an equal opportunity employer. This job description identifies primary 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.