



## POSITION VACANCY

The vision of Tolles Career & Technical Center is to **LIFT All Students**

If these words resonate with your personal mission, we might be a great fit.

**Our job is clear. Our direction is up. And our students, lifted.**

**POSITION:** Assistant to the Treasurer – Accounts Payable

**POSTED:** March 6, 2019

**REPORTS TO:** Treasurer

**APPLICATION DEADLINE:** Position open until filled

**STARTING DATE:** No later than April 8, 2019

### **QUALIFICATIONS:**

- Associate degree in accounting preferred. Training/work experience using governmental accounting/auditing procedures and automated data processing systems are desirable.
- Experience with state school accounting software is desirable.
- Proficient in Microsoft Word, Microsoft Excel, Powerpoint and Google applications.
- An acceptable score on a pre-employment skill test may be required.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates dependability/flexibility. Reacts productively to interruptions/emerging priorities.
- Demonstrates proficiency in spelling, proofreading and the correct use of grammar.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful critical-thinking skills.
- Interacts comfortably/confidently with the public.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.
- Meets all prerequisite qualifications to be bonded.

### **RESPONSIBILITIES:**

In addition to Job Description **203 Assistant to the Treasurer**, the successful candidate will:

- Assist with the management of the treasurer's office. Provide support services that entail a high degree of responsibility, discretion, and confidentiality.
- Plan/implement strategies to ensure tasks are completed within required time-frames.
- Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.
- Keep the treasurer aware of work progress and pending deadlines.
- Follow complex instructions and recognize/correct errors independently.
- Follow office protocols. Monitor record keeping procedures to ensure a consistent standard for the accurate and timely collection, verification, recording, and retention of program data.

- Prepare computer generated documents. Maintain a systematic filing system that supports the efficient retrieval of records.
- Encourage innovations. Evaluate the relevance of emerging information technology.
- Recommend procedural modifications to enhance accountability and planning activities.
- Help with special projects/program activities as directed.
- Process receivable accounts. Prepare/make bank deposits.
- Post daily receipts and expenditures.
- Review requests, process and distribute staff mileage and reimbursement checks.
- Maintain a vendor tax identification file. Prepare 1099 forms.
- Maintain student activity accounts and building fund records.
- Facilitate collaborative work with auditors.
- Process invoices for payment.
- Organize/store supplies. Maintain an inventory control system. Reorder supplies as needed.
- Document/maintain asset inventory records. Tag fixed assets as directed.
- Greet/assist office visitors. Answer/direct calls. Take messages. Manage calls efficiently. Ensure that the telephone is not left unattended when temporarily leaving the office.
- Prepare letters, memos, notes, emails, etc. Maintain calendars/schedules as directed.
- Process incoming, outgoing and interoffice mail and faxes.
- Prepare photocopies. Fix minor equipment malfunctions. Contact vendors as directed.
- Perform any other duties as directed by the Treasurer.

***SALARY & CONTRACT:***

- 260-day year round contract.
- Based on experience and current Board approved salary schedule.

***APPLICATION PROCESS:*** Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

**Tolles Career & Technical Center**

7877 US Highway 42 S | Plain City OH 43064  
 (614) 873-4666, ext 4244 | (614) 873-8761 fax  
 tawoods@tollestech.com

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