

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Treasurer's Assistant/Accounts Payable

**Reports To:** Treasurer

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Holds a high school diploma or equivalent.
- Holds a valid driver's license.
- Has experience with computerized general accounting procedures.
- Possesses bookkeeping skills/experience.
- Is accurate, organized, efficient, and detail-orientated.
- Displays a high degree of knowledge of office skills, including: keyboarding, word processing, spreadsheets, filing, and receptionist. Specific knowledge, skills, and abilities are as follows:
  - Possess keyboarding ability sufficient to perform tasks in an efficient manner.
  - Ability to communicate ideas and directives clearly and effectively both orally and in writing
  - Effective, active listening skills
  - Organizational and problem-solving skills
  - Ability to generate correspondence independently
  - Ability to communicate with all types of people
- Exhibits a basic knowledge of and ability to utilize designated computer software.
- Exhibits a basic knowledge of and ability to operate various office equipment.
- Demonstrates competency in spelling and grammar skills.
- Demonstrates a sincere desire to aid all students, staff, and the community.
- Demonstrates and maintains high moral character and a good attendance record.
- Takes directions and follows through in a timely manner.
- Works with little or no supervision.
- Completes documented evidence of a clear criminal record.

### **Description:**

Assists and supports the District Treasurer in all areas of his/her duties.

## **Key Functions:**

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

### **Essential Functions:**

1. Process all purchase orders (including converting requisitions to purchase order).
2. Process invoices for payment (which includes verifying proper authorization prior to payment).
3. Calculates total of invoices and verifies to computer system total prior to processing checks.
4. Balances and submits 1099's to vendors on an annual basis to federal, state, and local agencies.
5. Represents ESC at periodic meetings conducted by Data Acquisition site where areas of responsibility are discussed.
6. Stays current on software developments in areas of responsibility.
7. Prepares bank deposit slips and makes daily bank deposits.
8. Prepares receipts for customers as needed and may assist with entry of receipts into computer system.
9. Prepares monthly Service Agreement and Special Education Transportation billings to districts. Prepares Bus Driver Training, Fingerprint and VLA/Alternative School billings as needed.
10. Maintains tracking worksheet of billings and follows up as needed.
11. Authorizes certain electronic transactions as requested which serves as an internal check and balance within the Treasurer's Office.
12. Performs general office functions (including secretarial functions) as needed. Maintains daily absence calendar for ESC. Serves as point of contact for problems with copiers and maintains repair log on copiers.
13. Assists Treasurer in completing and filing, in a timely manner, all forms, reports, papers, other requirements (including GAAP reporting and filing) and by providing statements and information as prescribed or requested by outside auditors, department of education, or other

- state or local agencies.
14. Serves on various ESC committees as requested
  15. Researches Board Policy issues as requested and maintains Board Policy Book. Coordinates attendance of staff members at monthly Safety Council meeting and orders items for fellow staff members under the Sunshine Committee guidelines.
  16. Assists Treasurer with renewal of property, fleet, liability insurances and renewal position bonds.
  17. Maintains up to date inventory of all district property using EIS system in State Software.
  18. Prepares inventory reports for insurance company and county commissioners as requested or required.
  19. Assists in ordering department and general office supplies and materials for ESC.
  20. Serves as liaison for cooperative purchasing (and orders supplies and equipment) for all school districts in county as requested.
  21. Maintains information that enables the ESC to obtain E-Rate discounts when available.
  22. Assists with management of Absence Management/Veritime Software System to track time and attendance.
  23. Serve as main back-up for essential payroll functions of the ESC.
  24. Prepares and maintains records retention schedule for Treasurer's Office and oversees destruction of records per schedule.
  25. Attends meetings and in-services as requested or required.
  26. Promotes good public relations by interacting with the public and fellow staff members with tact and diplomacy, while exhibiting a positive attitude.
  27. Maintains respect at all times for information that is confidential.
  28. Maintains Outlook calendar.
  29. Follows Board policies as adopted.
  30. Performs any and all duties as assigned by the Treasurer.

**Other Duties and Responsibilities:**

1. Responds to routine questions and requests in an appropriate manner.
2. Monitors records for accuracy.
3. Assists in preparation of financial projections.
4. In the absence of the Treasurer, performs those duties necessary to the routine operation of the office.
5. Works cooperatively with all district staff.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Frequent repetitive hand motion (e.g., computer keyboard, typing).
5. Frequent interruption of duties by visitors, staff, students, and/or telephone.
6. Occasional requirement to lift and carry up to a maximum of 20 pounds.
7. Occasional requirement to push and pull up to a maximum of 100 pounds (e.g., copier, tables).

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**