

Educational Service Center of Medina County

Job Description

Title: Treasurer's Assistant/Accounts Receivable

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:
 - Ability to type at least 40 words per minute
 - 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 machinery.
- 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. Enters all receipts and charge-off expenses into the computer
2. Prepares and distributes invoices for all receivables.
3. Balances receipts from bank to information obtained via Internet.
4. Records non-sufficient funds, account closure, and returned checks.
5. Prepares board meeting minutes.
6. Files correspondence, invoices, or other records.
7. Creates and maintains financial accounts
8. Prepares and sends letters of acknowledgement for donations received.
9. Assists Treasurer in completing and filing, at proper times, all forms, reports, papers, and other requirements as prescribed by the auditor, department of education, or other state or local agencies.
10. Assists auditors by providing required statements and information.
11. Prepares documents for GAAP reporting.
12. Assists Treasurer in duties regarding GAAP.
13. Maintains respect at all times for confidential information.
14. Maintains daily records of all electronic payments.
15. Prepares letters for all Board-approved contracts and ensures necessary signatures are obtained.
16. Prepares and maintains records for retention/destruction.
17. Maintains vendor and W-9 files.
18. Orders office supplies.
19. 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. In the absence of the Treasurer, performs those duties necessary to the routine operation of the office.
4. 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