

## Job Information

Position: Deputy Treasurer - Accounts Payable and Payroll  
Date Posted: Thursday, October 11, 2018  
Date Close: Monday, October 29, 2018  
Employment Type: Full Time, Year Round  
Start Date: TBD - November, 2018

## Job Description

### **RESPONSIBILITIES**

**Payroll:** The Deputy Treasurer is responsible for the coordination and processing of Knox Community School Corporation payroll, including electronic transmittal of all tax and payroll liabilities, TRF and PERF reporting, maintaining and updating employee payroll files, deductions and distributions. The Deputy Treasurer will plan, organize, and participate in the personnel and benefits record management, and state and federal reporting. As required by administrators and staff working in the central office, the Deputy Treasurer will utilize word processing, spreadsheet, and presentation software. Confidentiality must be maintained in carrying out the responsibilities of this position.

**Accounts Payable:** The Deputy Treasurer is also responsible for processing invoices and bills and preparing payments, including electronic transmittal of several vendor payments, perform general clerical and accounting duties and records maintenance, and provide customer service. The Deputy Treasurer must possess accounting, clerical, and customer service skills. The job requires attention to detail for accuracy of bills and payments. The work is performed under the supervision of the corporation treasurer, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures.

### **ESSENTIAL DUTIES**

- Maintain all employee deductions for annuities, insurance, section 125 participation, retirement deductions, etc.;
- Total and balance employee wages on timecards; record all absences and hours worked;
- Maintain direct deposit information in order to properly submit ACH P/R to bank;
- Run Payroll;
- Calculate and Pay all Federal and state payroll taxes; Teacher's Retirement and PERF;
- Issue W-2's to all employees and file W-2's;
- Reconcile and assure proper balancing of payroll and vendor accounts;
- Answer all payroll and accounts payable inquiries;
- Maintain schedule of payroll and reporting time lines; assure reports are completed and submitted to appropriate administrators or governmental agencies in accordance with established time lines.
- Maintain knowledge of laws, codes, regulations and pending legislation related to the payroll and accounts payable functions;

- Assign purchase order numbers to incoming purchase orders;
- Prepare claim docket - process invoices, statements, and bills generated by District departments and prepare timely payments;
- Process and maintain computerized account balances and related information;
- Verify billing information, services, and other information with vendors;
- Answer incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about accounts, and provides referrals to other departments or staff as needed;
- Prepare, distribute and maintain a variety of documents, correspondence, log sheets, and related documents;
- Serve as Notary for corporation;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.
- Perform other duties as assigned by the Corporation Treasurer.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques;
- English grammar and punctuation;
- Current office practices and procedures;
- Accounting, bookkeeping, and cash handling record keeping practices and procedures;
- Account collection procedures.

Ability to:

- Maintain a positive working relationship with administration, staff, peers, vendors, etc.
- Follow written and oral instructions;
- Demonstrate ability to deal with sensitive issues in a tactful and professional manner;
- Address concerns and offer suggestions in an appropriate and confidential manner;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research information/data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer and vendor inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Operate standard office equipment, ten-key and a personal computer including program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing.

## **QUALIFICATIONS**

- Must be able to be bonded.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Education and/or Experience: Associates Degree in Accounting or related field and two to three years demonstrated payroll and accounts payable experience preferably in a school.
- Knowledge of Komputrol, preferred
- Any combination equivalent to: an Associate Degree, preferably supplemented with course work in accounting, math or other business applications; and
- Accounting, billing, or clerical experience, preferably in a school office position; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Regular attendance is an essential function of this job

## **ESSENTIAL PHYSICAL ABILITIES**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, ten-key, and standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.

## **EVALUATION**

Yearly by supervisor.