

EAST KNOX LOCAL SCHOOLS  
HOWARD, OHIO  
POSITION VACANCY ANNOUNCEMENT

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

**REPORTS TO:** Treasurer

**LOCATION:** East Knox Local School District-Howard OH-Knox County

**QUALIFICATIONS:**

- Associate degree with training in accounting or equivalent experience
- Previous payroll and accounts payable experience – preferably in a school setting
- Possess strong organizational skills, ability to collaborate with others, handle confidential matters, work well under pressure, demonstrate attention to detail and have strong written and verbal communication skills
- Computer skills including, but not limited to: Microsoft Excel, Microsoft Word and Uniform School Accounting Software or similar payroll system
- Knowledge of payroll tax reporting, governmental fund accounting and federal and state regulations governing payroll

**RESPONSIBILITIES:**

- Calculate and process semi-monthly payroll
- Process/report all periodic payroll tax returns and statements
- Manage all employee deductions, including but not limited to health insurance, tax sheltered annuities, retirement, union dues
- Maintain employee sick, personal and vacation leave
- Perform administrative functions necessary to maintain daily operations of the treasurer's office
- Prepares and processes purchase orders and pays district invoices on a weekly basis
- Additional responsibilities as assigned by the Treasurer

**CONTRACT:** 260 day contract with health, dental and vision insurance, paid holidays, vacation and sick leave

**SALARY:** Approximately \$16.212 per hour or more if experience allows

If you are interested in being considered for this position, please fill out a classified employment application available at [www.ekschools.org](http://www.ekschools.org). Send your application and resume to Jessica Busenburg, Treasurer, East Knox Local Schools, 23201 Coshocton Rd. Howard, OH 43028 or [jbusenburg@ekschools.org](mailto:jbusenburg@ekschools.org) by 4:00 pm on March 27, 2018, but sooner is preferred.