



## WAYNE LOCAL SCHOOL DISTRICT JOB POSTING

<b>POSITION</b>	Administrative Assistant to the Treasurer (Payroll)
<b>LOCATION</b>	Central Office (625 Dayton Rd)
<b>GENERAL DESCRIPTION</b>	Responsible for processing payroll and all related deductions; Assists Treasurer with administrative and business office responsibilities.

### Specific tasks include:

- ❖ Responsible for processing payroll and all related deductions.
- ❖ Generates all necessary monthly, quarterly and yearly payroll reports.
- ❖ Assists new employees with necessary onboarding paperwork
- ❖ Coordinates fringe benefits, maintains benefit records.
- ❖ Assists Treasurer with contracts and salary notices.
- ❖ Maintains personnel records as they relate to payroll, absences, and employee benefits.
- ❖ Receives and indexes invoices.
- ❖ Processes requisitions for central office departments.
- ❖ Monitors Student Activity records.
- ❖ Prepares and deposits daily receipts.
- ❖ Maintain Vendor data and W-9 Files.
- ❖ Provides general secretarial duties for the Treasurer.
- ❖ Responsible for mail distribution.

### QUALIFICATIONS

- ❖ High school diploma to Bachelors degree desired
- ❖ Experience and/or training which evidences a basic knowledge of accounting procedures, bookkeeping, office practices and procedures, and demonstrate ability to operate a computer and other office equipment.
- ❖ High moral character, and integrity with confidential information.
- ❖ Must be accurate, efficient, and capable of handling detailed work assignments.
- ❖ Dependable and detail oriented with strong organizational and time management skills.
- ❖ Ability to work effectively with other employees and with minimal supervision.
- ❖ Ability to be flexible and adapt to changing situations
- ❖ Ability to prioritize and meet deadlines
- ❖ Must pass criminal background check

<b>TIMELINE</b>	As soon as feasible
<b>SALARY</b>	\$48,346-\$59,460 (placement based on experience)
<b>WORK YEAR</b>	260 Days – Full-time
<b>DEADLINE</b>	June 28, 2024 (or until filled)
<b>APPLY TO</b>	<a href="#">Dayton Area School Consortium</a>