



Employment Opportunity
Butler County Educational Service Center
December 4, 2020

POSITION: Accounting Specialist (Payroll and Accounts Payable):Talawanda City School District

DESCRIPTION: The accounting specialist will assist the CFO/Treasurer and Payroll Director in the general management of the district's accounting/finance/payroll programs following state and board policy.

QUALIFICATIONS:

- High school diploma, but Associate/Bachelor Degree preferred
- Tech savvy and quick study on use of state software
- Knowledge of accounting principles.
- Willingness to work as a team member.
- Computer expertise; including Microsoft Office (especially Excel and Word).
- Organizational skills and excellent attention to detail.
- History of good job performance including attendance.
- Must pass criminal background checks, and be free from communicable diseases.

ESSENTIAL FUNCTIONS:

- Maintain payroll system with applicable data using state software.
- Assist Payroll Director in payroll/benefit functions including but not limited to; timesheets, leave forms, benefit payments, workers' compensation, open enrollment, EMIS reporting and preparing files for IRS, State of Ohio, Annuity companies, etc.
- Prepare and process invoices for services provided, items received and maintain monthly and yearly records.
- Assist with preparation of reports as directed by the CFO/Treasurer, Payroll Director and/or Assistant Treasurer.
- Process and distribute warrant checks.
- Input/code purchase orders via Uniform School Accounting System software and distribute.
- Assist other departments in following their budgets and proper coding of requisitions.
- Train new employees to enter requisitions and submit invoices for payment.
- Obtain New Hire Forms, W-9 forms and federal certification number from all vendors.
- Scan all invoices into SC View for paperless document retrieval.
- Work cooperatively with all staff to efficiently coordinate services.
- Comply with applicable state and federal regulations.
- Maintain confidentiality regarding all aspects of the job.
- Work collaboratively with the financial services team.
- Performs other duties as assigned by the CFO/Treasurer, Payroll Director and/or Assistant Treasurer.

OTHER DUTIES AND FUNCTIONS:

- Maintain an orderly file of all purchase orders, invoices, inventory and other material.
- Maintain accounting and all other records for GAAP reporting.
- Prepare accurate 1099s for the appropriate vendors annually.
- Create, track, and maintain monthly payroll calendars.
- Flex into other Treasury functions as needed.
- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, bookkeeping/accounting techniques and procedures, IRS and AOS regulations, proper telephone etiquette, and state software.

Ability to: Interpret policies, procedures, and regulations; work independently in a culturally diverse environment; follow instructions; communicate effectively; maintain files and reports; collect data; problem solve; be mobile and lift a moderate amount of weight.

Skill in: Use of PC including Microsoft Office, desktop and stand-alone printing for checks/PO documents; scanners for document retention and pdf's; check seal device; standard high speed copiers, use of web based email and internet navigation techniques; telephone and other customary office equipment.

EQUIPMENT OPERATED:

Personal computer, calculator, printers, check signer, scanner, high speed copiers, postage machine, telephone and other customary office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to dust, loud noise, and variable (cold/hot) room temperatures.

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board of the BCESC and the District.. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible
SALARY: \$15.00 per hour
WORK YEAR: Part time – 25 hours per week
DEADLINE: Until filled
APPLY TO: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.