

**McComb Local School District**  
**Treasurer's Assistant Job Posting**

Reports to: Treasurer  
Position Details: 260 Work days, 8 hours/day. Salary starting at \$36,217 or higher based on experience. Includes medical, dental, and vision insurance, paid holidays, sick leave and vacation  
Tentative Timeline: Vacancy Announcement - 9/3/21  
Application Materials Deadline - 9/24/21  
Interviews - Beginning week of 9/27/21  
Action to Employ - 10/13/21  
*Estimated* Beginning of Employment - 11/1/21

***Interested applicants must submit a letter of interest and resume with references to Linda Clymer, Treasurer, via email at [clymerl@mccombschool.org](mailto:clymerl@mccombschool.org) by 9/24/21.***

**JOB DESCRIPTION**

**Qualifications:**

- High school diploma with some college or past experience preferred
- Working knowledge or experience with school software programs and Microsoft Office (Word and Excel) preferred
- Working knowledge of data processing equipment and applications that apply to public school districts
- Self-motivated, detail-oriented with effective organizational skills; strong written and oral communication skills
- Ability to collaborate with others and handle confidential matters without disclosure
- Ability to prioritize and meet deadlines

**Performance Responsibilities:**

- 1) Assists auditors by providing required records and information
- 2) Maintain vendor files, including W-9 forms
- 3) Process requisitions and purchase orders
- 4) Verify and process vendor invoices for payment and process appropriate warrant checks
- 5) Prepare month end reports for USAS
- 6) Reconcile all accounts at month end
- 7) Prepare month end student activity statements and administrative reports
- 8) Complete monthly memo charge offs (STRS, SERS and County Board of Education)
- 9) Prepare list of monthly Then and Now's for Board approval
- 10) Prepare employee contracts after Board of Education meetings
- 11) Responsible for NSF check collections
- 12) Responsible for preparing and making daily deposits at Premier Bank
- 13) Prepare and distribute new employee packets
- 14) Responsible for setting up new employees on the computer

- 15) Verify daily deposits from elementary and middle/high school offices
- 16) Responsible for entry of daily receipts (student activity, lunchroom, fees, etc.)
- 17) Prepare and manage change for athletic events
- 18) Prepare and submit monthly cafeteria reports
- 19) Prepare monthly health, dental and life insurance payments
- 20) Prepare and submit policy statement and agreement for free and reduced meals
- 21) Collect, verify and file all substitute slips and timesheets for payroll
- 22) Prepare payroll calendars for all employees
- 23) Distribute payroll deduction checks monthly
- 24) Responsible for fixed asset inventory
- 25) Responds to routine questions and requests in an appropriate and timely manner
- 26) Maintains respect at all times for confidential information
- 27) Assist visitors, answer phone and sort mail in the absence of the superintendent's secretary
- 28) In the absence of the treasurer, perform the duties necessary to the position/district
- 29) Performs other duties as assigned

**Terms of employment:**

Full time, 260 days per year. Compensation and leave according to the classified salary schedule.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

**Physical Demands:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The performance responsibilities listed in this job description are not an exhaustive list, but are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable a person with disabilities to perform essential job functions.

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