



## **Payroll & Benefits Assistant to the Treasurer**

**Starting Date:** Projected early October 2023  
**Reports to:** Treasurer  
**Work Year:** 12-month (260 days – 40 hours per week)  
**Salary:** Appropriate Step on the Exempt Classified Salary Schedule  
Commensurate with experience, education, and licensure  
**Range:** \$23.26 - \$31.98 per hour

### **QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- Experience processing employee payroll and related reporting
- Excellent computer skills: Experience with USAS & USPS, Microsoft Word & Outlook; Demonstrate proficiency in Microsoft Excel
- Organized, accurate, efficient, capable of handling detailed work assignments
- Takes initiative to identify and solve problems independently
- Experience in governmental cash basis accounting
- Embraces advances in technology
- Keeps current with program, policy, and procedure changes
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to multitask and prioritize workload to meet periods of peak demand
- Excellent oral and written communications skills
- Ability to work alone or as a team member in a common office environment
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds.
- Knowledge of modern office methods and equipment
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

### **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Maintain complete and accurate records as required by law, district policy and administrative regulations
- Process biweekly payroll and benefits
- Monthly, Quarterly, Annual Reporting
- Maintain Fixed Asset Inventory
- Food Service Reporting
- Provide Information and reports to the staff of the auditor's office in order to aid them in preparing GAAP and audit reports efficiently and minimize audit costs.
- Special Projects
- Attend district and state professional development events
- General office duties, including but not limited to: answering phones, record keeping, and filing
- Work collaboratively and effectively, with a willingness to be cross-trained in other departments as required.
- Work under the guidelines of Greene County Career Center's Mission Statement and Goals

**Deadline:** Open until filled.

Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**Apply to:** Eva Anderson, Treasurer  
Greene County Career Center  
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Xenia, OH 45385  
[eanderson@greeneccc.com](mailto:eanderson@greeneccc.com)  
[www.greeneccc.com](http://www.greeneccc.com)

**Posted:** 8.16.23

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