



## Frontier Local School District

44870 State Route 7, New Matamoras, Ohio 45767-6149

Phone: 740.865.3473

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### **POSITION OPENING**

**October 7, 2024**

**Posting Date**

Job Title and Classification: **Assistant to the Treasurer**

Duties/Responsibilities: **Per attached job description 260 days**

Location: **Central Office**

Wage Scale: **Commensurate with qualifications and experience**

Qualification Requirements: **Preferred Accounting and payroll background**

Start Date: **October 21, 2024**

Closing Date for  
Accepting Applications: **October 15, 2024**

**Those interested should submit a resume and references to:**

**Lee Howard    [lhoward@frontierlocalschools.com](mailto:lhoward@frontierlocalschools.com)  
Frontier Local School District  
44870 State Route 7  
New Matamoras, Ohio 45767**

# Frontier Local School District Job Description

Job Title:	Assistant to the Treasurer
Reports to:	Treasurer
Employment Status:	Regular/Full-time
FLSA Status:	Non-Exempt
Description:	Responsible for the accurate and timely processing of payroll and other responsibilities as assigned.

## Essential Functions:

- Maintaining payroll information by collating, calculating and entering data
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
- Preparing reports that include summaries of earnings, tax deductions, leave, and non-taxable wages
- Calculating payroll liabilities by determining employee taxes, including federal and state income and social security tax, and calculating employer's payments for social security, unemployment and worker's compensation
- Resolving payroll discrepancies and answering any employee payroll queries
- Maintaining all payroll operations according to company policies and procedures
- Processing and issuing W-2 forms to employees
- Receipt processing and other responsibilities as assigned by the Treasurer

## Qualifications:

- Two or four-year college degree in accounting preferred
- Training and/or experience with processing payroll
- Strong computer skills, system and software knowledge
- Accurate data entry skills with great attention to detail

## Required Knowledge, Skills, and Abilities:

- Excellent communication skills, both verbal and written, to communicate with employees regarding their issues and concerns
- Ability to work effectively with others
- Ability to work independently in a time-sensitive environment
- Sound decision-making skills
- Confidentiality and respect for the privacy of employee records
- Ability to multitask in a stressful environment with specific deadlines