

## FINANCIAL ASSISTANT

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

<b>Position</b>	<b>Part-Time or Full-Time</b>	<b>Deadline to Apply</b>	<b>Start Date</b>	<b>Building/District Location</b>	<b>Special Requirements</b>
Financial Assistant	Full-Time 5 days/week (M-F) 8:00 a.m. to 4:00 p.m.	Until Filled	4/1/2025	Midwest Regional ESC Central Office located in Sidney, Ohio	Experience with State Redesign software is highly preferred.

If you have questions regarding the position and/or building assignment, please contact Keith Thomas, Treasurer at:

[kthomas@mresc.org](mailto:kthomas@mresc.org)

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER  
BELLEFONTAINE \* OHIO

**Title:** **Financial Assistant**

**Reports to:** Midwest Regional Educational Service Center Treasurer

**Minimum Qualifications:**

1. A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
2. Be able to use Word software (excel and Word).
3. Be able to utilize fiscal software and email.
4. Be able to communicate and work with staff and be responsible.
5. Ability to demonstrate accuracy on details.
6. Show professionalism and take ownership of work.

**Responsibilities and Essential Functions:**

***Payroll***

1. Serve as the back-up for Payroll Specialist.
2. Learn the payroll system and stay current by attending trainings as needed.
3. Create and enter job calendars into the payroll system.
4. Track comp time balances for all eligible ESC employees and update the appropriate spreadsheet.
5. Create, copy and mail out contracts after Board meetings.
6. Help the Payroll Specialist complete tasks, as directed by the Payroll Specialist, during busy times of the year.
7. Assist the Payroll Specialist with Salary Notices and email the Salary Notices by June 30<sup>th</sup> each year.

***Absence Management***

1. Serve as Help Desk along with the Payroll Specialist and HR Manager.
2. Enter new hires into the AM system.
3. Check to ensure that new hires have created an account in the AM system.
4. Report monthly to area administration the attendance of non-ESC supervised employees and report to the Treasurer and Payroll Specialist any undocumented absences.
5. Help with keeping the Absence Management system up to date (i.e. build schools, move staff locations, enter calendars, etc.).
6. Send sub sign in sheets to area schools for MRESC staff and collect after signed to distribute to the Payroll Specialist.

## **Responsibilities and Essential Functions Continued:**

### ***HR***

1. Post all open job postings to the sites listed in the new hire process.
2. Complete Licensure Verification forms and distribute to the Superintendent.
3. Administer Paraprofessional Exams as needed.
4. Distribute materials as needed.
5. Attend career fairs/colleges as needed.
6. Serve as back up to the HR Manager for New Hire Orientation meetings.
7. Collect all applications and keep for retention. Distribute applications according to the job postings.
8. Pre-interview applicants as needed.

### ***Benefits***

1. Help the HR Manager with open enrollment by collecting the paperwork, tracking down missing information and/or paperwork, schedule the AF meetings with employees and any other tasks assigned by the HR Manager during open enrollment.
2. Enter employee enrollment/termination information into the benefit provider and COBRA systems as needed.

### ***Accounts Receivable***

1. Enter all receipts for the Treasurer within the month that they are to be recorded. Put together receipt packets with the invoice.
2. Email preschool payments to the preschool administrative assistant.
3. File all receipts.
4. Update all Treasurer invoicing spreadsheets.
5. Prepare accounts receivable reports monthly.
6. Do a petty cash reconciliation annually.
7. Prepare credit card sign-off sheets.

Other tasks and duties as assigned by the Treasurer.

## **Working Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.
- Duties require working during the evening and/or weekend.