

Assistant Treasurer

Reports to: Treasurer

Job Objective:

Performs duties that support the effective management of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

Minimum Qualifications:

- Bachelor's Degree in Accounting or Business Administration, preferred
- Minimum of two years' work experience in governmental accounting/auditing procedures and automated data processing systems is required
- Work experience using State Software Redesign preferred, but not required
- Hold a State of Ohio Treasurer's license, or ability to obtain one.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures
- Ability to establish working relationships with co-workers and function as part of a cohesive team
- Commitment to keep current with work skills essential to the objectives of the position
- Ability to follow complex instructions and recognize/correct errors independently
- Ability to effectively communicate with a wide range of individuals; good oral and written communication skills
- Proficient with Microsoft Office software, specifically high competency in Excel
- Knowledge of office management principles, energetic self-starter, attention to details
- A record free of criminal violations that would prohibit public school employment

FLSA Status: Exempt

Supervises:

Accounts Payable personnel assigned to the Treasurer's Office and/or as designated by the Treasurer.

Performance Responsibilities:

1. Ensure budget guidelines and purchase procedures are followed in accordance with Board Policy, ORC and negotiated agreements in consultation with the Treasurer.
2. Assist Treasurer with budget development, maintains and updates amounts and accounts codes in accordance with Uniform School Accounting System.
3. Directly responsible for grant management by collaborating with Federal Programs Coordinator and other school personnel to ensure correct budgeting, accounting and cash management for all grants.
4. Backup and support accounts payable and payroll as needed to achieve operational goals.
5. Work overtime during evenings, weekends and summers as needed.
6. Assist Treasurer with general and payroll account monthly balancing.
7. Assist and direct staff who handles money with proper cash handling procedures when needed.
8. Facilitate and coordination of audit requests including ODE, MSP, AOS
9. Administer budget report bundles via Redesign for front end users.
10. Attend required meetings and in-services to continue process improvement objectives.
11. Assist Treasurer with management of treasurer's office staff and operations.
12. Other duties as assigned by the Treasurer.

General Duties:

- Maintains a complete and systematic set of records of all financial transactions of the district.
- Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
- Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
- Traces errors and records adjustment to correct charges or credits or credits posted to incorrect accounts.
- Responsible for all aspects of Receipting (Posting, Coding, etc.).
- Responsible for depositing all receipts within 24 hours.
- Responsible for recording inventory acquisitions, issuing tag numbers, recording transfers & deletions and distribution of inventory worksheets to be used by individual buildings when taking their physical count.
- Responsible for appropriations, budgets and revenues for all Federal and State programs. Prepares periodic cash requests and final expenditure reports.
- Prepares all reports necessary for closing out the fiscal year. (Reports for auditors, 4502,etc.)
- Prepares monthly lunchroom reports that are sent to the State Department.
- Assist the treasurer in preparing and implementing the school budget.
- Provides monthly accounting of all income and expenditures.
- Prepares and analyzes all financial statements.
- Maintains a continuous internal auditing program for all funds.
- Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
- Maintains general, revenue, and appropriation ledgers on an encumbrance basis and modified accrual basis.
- Assists the treasurer in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investment portfolio, and the like.
- Advises the treasurer monthly as to projected cash expenditures for investment purposes.
- To stay abreast of new laws and regulations affecting the accounting system, and to make changes when necessary.
- Responsible for the efficient operation of the accounts payable system, payroll system, invoicing system and the inventory system.
- Assist the Treasurer during the preparation of GAAP statements and issuance of the district's Comprehensive Annual Financial Report (CAFR).
- Perform other general duties as may be assigned by the Treasurer.
- Make every effort to cooperate with all school district personnel, as well as the general public in all matters involving school business.
- Maintain a positive, loyal, and confidential attitude in all matters dealing with school business and school operations.

Terms Of Employment:

260 day work year with competitive salary and benefit package.

Evaluation:

Performance of this job will be evaluated by the Treasurer annually.