

Category: **Assistant Treasurer**

Date Posted: **4/24/2023**

Location: **Great Oaks - District Office**

Date Closing: **05/08/2023**

Description: The Assistant Treasurer assists the Treasurer in the daily operation and management of the Treasurer's Office. Develops and administers accounting procedures and internal control; performs fiscal administration of grants; prepares financial reports' provides training/guidance/support of school and district office staff on accounting matters; assists Treasurer in preparing and monitoring the budget; completes bank reconciliations and control of fixed assets by performing the following duties.

Minimum Qualifications: Experience in a school district treasurer's office in Ohio or the Auditor of State Office required. Other accounting experience considered. Eligibility for or possession of an Ohio School District Treasurer's license is required.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

- Acts as a lead person for the day to day operations of the Treasurer's Office.
 - Serves as backup for the daily duties of the Treasurer in his/her absence.
 - Serves as backup and assumes responsibility of payroll functions.
 - Serves as backup and assumes responsibility of accounts payable including matching invoices, processing checks, and filing.
 - Serves as backup and assumes responsibility for Career Tech Student Organizations.
 - Serves as back-up and assumes responsibility of processing purchase orders.
- Responsible for the month-end and year-end closing process including reviewing the bank reconciliation.
- Assists the treasurer with maintenance of the appropriation measure of the Board of Education.
- Assists with the preparation of the District Five Year Forecast.
- Assists with the preparation of the Annual Tax Budget.
- Assists the treasurer with the preparation of the financial data to meet Generally Accepted Accounting Principles (GAAP) and the preparation of the District Comprehensive Annual Financial Report (CAFR).
- Assists the treasurer with the cash management program.
- Assists the treasurer with the maintenance of the debt schedule and payment of bonds.
- Assists the treasurer with preparation of the agenda for Board of Education meetings.
- Assists the treasurer with the budget development process.
- Assists administration in gathering data and preparing cost studies as needed.
- Assists in the responsibilities for internal operating reports and controls including the operation of positive pay and Bonefish ePAS and eVAS systems.
- Assists in the preparation of financial statements submitted to the Board of Education on a monthly basis.
- Assists the treasurer with records retention.
- Assists with implementing procedures and internal control systems for all accounting related functions, including form development and revisions.
- Assists and updates a current accounting policy and procedures manual.
- Assists, trains, and advises central office and campus personnel in treasurer's office policies, computer enhancements, and district policies.

- Assists the treasurer with the oversight of construction budgets and related accounting procedures.
- Responsible for the state and federal programs controls, reporting and cash requests through the Comprehensive Continuous Improvement Plan (CCIP). Prepare and submit State and Federal grant reports.
- Acts in the capacity of auditor liaison for all State and Federal audits.
- Coordinates, oversees and maintains fixed asset records.
 - Creates the inventory record with new items by creating an acquisition and item record.
 - Maintains the inventory records with depreciation.
 - Maintains the inventory records with the appropriate asset class.
 - Maintains the inventory records with the appropriate fund and function.
 - Maintains the inventory records when items are moved to a new location.
 - Maintains the inventory records with disposal information.
 - Create reports from the inventory records as needed for the District.
- Maintains official records as required by Federal, State, Auditor of State, County Auditor, and district records retention committee.
- Stays current with software utilized by the treasurer's office.
- Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
- Verifies that reports for all departments and buildings have accurate data based on the account code structure.
- Carries out assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Fulfills the Ohio Department of Education requirements for maintaining a Treasurer's license.
- Assumes any other duties as assigned by the Treasurer.

Availability of Position: Immediately

Salary Range: \$64,818. - 95,173.

Placement on the salary schedule is commensurate with education preparation and work experience in the field - **260 - day contract.**

Application Procedure: Apply online at www.greatoaks.com

Application Deadline: May 8, 2023 or until filled.

Equal Opportunity: All Great Oaks Career Campuses educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, age, or disability.

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