

Cincinnati Public Schools

Assistant Treasurer/Controller

Job ID:5285966

Application Deadline :Jul 29, 2025 11:59 PM (Eastern Standard Time)

Posted: Jul 14, 2025

Starting Date: Immediately

Job Description

ABOUT CPS:

Cincinnati Public Schools (CPS) serves 35,000 students preschool to 12th grade in over 65 schools across a 91-square-mile district in Southwest Ohio. Cincinnati Public Schools is Greater Cincinnati's largest school district.

CPS offers families high-quality educational choices and a variety of academic programs. Our innovative approach to education, an investment and caring teachers, and a vast array of collaborative partnerships have accelerated students' achievement to highest levels in decades - ensuring that student thrive and graduate prepared to enter college, the military and the work force.

Cincinnati Public is looking for creative, innovative, passionate, problem-solvers to join our team. We seek to have a positive impact on our children and families every day and are looking for staff members who want to not only do an excellent job with their career field but also serve as a role model for the children in CPS. We invite you to become a member of our CPS work family.

ASSISTANT TREASURER/CONTROLLER:

This position reports to the Treasurer/Chief Financial Officer.

EDUCATIONAL QUALIFICATIONS:

Bachelor's degree in Business, Accounting, Finance or a related field.

PREFERRED QUALIFICATIONS:

- The applicant must possess or be eligible for a valid Ohio Treasurer's license.
- Successful experience as a School Treasurer or Assistant Treasurer in a large urban district is preferred.
- A Master's Degree in Business Administration is preferred.
- A Certified Public Accountant license is preferred.

COMPETENCIES:

OWNERSHIP

- Assist the Treasurer/CFO to ensure alignment of financial operations with Board policies and standards.
- Collaborate with the Treasurer/CFO to develop short and long-term strategies that ensure the financial wellbeing of the District.
- Must be able to discreetly and competently handle confidential and sensitive stakeholder information.

CUSTOMER FOCUS

- Develop strong trusting relationships with District administration and staff.
- Provide daily business and operational support to internal and external stakeholders.
- Assist the Treasurer/CFO to develop and monitor department budgets with efficiency.

CULTURAL COMPETENCE

- Demonstrate and nurture high levels of trust based on competence, integrity, ethics, and high expectations.
- Ensure District budget, accounting, payroll, payables, receivables, fixed asset programs and activities are in compliance with federal, state and local laws and regulations and CPS Board policies.
- Share objectives in the promotion of student learning and achievement.

COLLABORATION ACROSS BOUNDARIES

- Execute duties with the utmost conscientiousness, collaboration and ethical behavior.
- Collaborate with the Treasurer/CFO to develop and monitor department goals and objectives, emphasizing centralized oversight planning and direction to coincide with the District Strategic Plan.
- Collaborate with Human Resources to develop and maintain the budgetary control module for the human resource information system.
- Serve on various District, Budget, Finance, and Labor Management Committees.

CLEAR AND CANDID COMMUNICATION

- Demonstrate effective speaking, writing, reading, and listening skills and abilities.
- Demonstrate competence in the communication of financial information to internal and external stakeholders.
- Provide meticulous attention to detail.

CONTINUOUS IMPROVEMENT

- Maintain a positive work environment and professional relationships with all personnel under their direct supervision; including the identification and implementation of procedures for conflict resolution and team building to enhance morale and productivity.
- Support the effective use of data and established processes for the use of financial data as a decision-making tool.

- Remains current on district plans and programs impacting District financial and budget assumptions and forecasts.
- Provide oversight and support to department quality improvement projects

PLANNING AND EXECUTING

- Able to thrive in a fast-paced environment and be able to triage priorities.
- Lead and manage personnel under direct supervision of the Treasurer/CFO.
- Prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives.
- Coordination, development, and maintenance of integrated financial data base applications.

PERFORMANCE RESPONSIBILITIES:

- The Assistant Treasurer of the district is responsible for helping the Treasurer/CFO to oversee the entire financial operation, ensuring the accuracy and timeliness of all state and federal reporting, assist in the development of the annual district operating budget and providing oversight to Treasurer's Office staff in daily functions.
- The Assistant Treasurer must maintain integrity and high standards of ethics in all matters.
- Proven ability to work with others and be a team player.
- Demonstrated excellent inter-personal and communication skills.
- Demonstrated knowledge of the job functions in a Treasurer's Office and ability to supervise staff and workflows.
- Supervise monthly bank reconciliations with district fund balances.
- Experience in effective management of banking relations and investments.
- Demonstrated knowledge of state and local funding issues along with Ohio laws and regulations pertaining to public schools. Possess knowledge of, and the ability to supervise, fiscal responsibilities associated with federal funds and grants.
- Demonstrated experience in preparation of GAAP financial statements and Annual Comprehensive Financial Report (ACFR) preparation.
- Work with auditors during examination of cash basis and GAAP records.
- Willingness to learn and assist in implementing new financial system enhancements.
- Ability to prepare and work independently in preparation of special project reports as requested by the Treasurer/CFO.
- Expertise in developing and communicating business office procedures and establishing internal control procedures.

COMPENSATION AND TERMS OF EMPLOYMENT:

The CPS Board of Education intends to offer the successful candidate a contract, as per law. Base salary is expected to be \$144,340.67 but salary is negotiable, and commensurate with experience and qualifications.

APPLICATION PROCEDURE:

All interested applicants should submit a resume and application online at <http://www.cps-k12.org/>, click on employment, then Apply Online.

The intent of this job description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Certain jobs at Cincinnati Public Schools may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation are available upon request from Talent Acquisition and Staffing.

Cincinnati Public Schools is an equal opportunity employer and is subject to federal regulations pertaining to employment. The district has a continuing non-discrimination policy which prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, or veteran status. We hire only United States citizens and aliens lawfully authorized to work in the United States.

CINCINNATI PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

Position Type: Full-Time

Salary: \$144,341 Per Year

Job Requirements

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- Citizenship, residency or work visa required

Contact Information

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