March 3, 2026
Edgewood City Schools
3500 Busenbark Road
Trenton, OH 45067

Assistant to Treasurer

Internal/External Posting
Salary Commensurate with Qualifications and Experience

Under the direction of the Treasurer/CFO, the Assistant to the Treasurer will assist with the responsibilities for the receipt, safekeeping, and disbursement of district funds, and ensure budgetary controls as set by the Treasurer. The Assistant to the Treasurer will assist in the overall supervision of the Treasurer's Department, ensuring all district fiscal activities comply with the laws and regulations of the State, negotiated agreements, and District policies.

QUALIFICATIONS

- A Bachelor's Degree is required.
- A minimum of 2 years experience in governmental accounting required.
- Advanced proficiency in Google Workspace, State Software, and Microsoft Office, with a high level of expertise in Excel required.
- Proficiency in SI, Final Forms, and Pay Schools is preferred.
- Strong record-keeping skills with the ability to compute and record mathematical data.
- Demonstrates high ethical standards and integrity, with accountability for decisions and conduct.
- Ability to establish effective working relationships and contribute as part of a cohesive team.
- Commitment to maintaining skills relevant to the position's objectives.
- Capable of following complex instructions, identifying errors, and resolving them independently.
- Ability to plan, organize, and implement office operations without direct supervision.
- Ability to maintain confidential information, exercising judgment and diplomacy at all times.
- Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
- Good health and good attendance record.
- Additional qualifications as the Board of Education may require.

ROLES AND RESPONSIBILITIES

- Assists with monitoring the overall activity and efficiency of the accounting systems.
- Reconciles and balances all transactions on a monthly basis.
- Distributes financial reports to proper employees.
- Assists employees in understanding and using these reports to control their funds and budgets.
- Controls and maintains the receipt ledger.
- Invoices other entities for money owed.
- Makes daily bank deposits for Board Office receipts.

- Monitors and maintains all accounts and funds, and post adjusting entries and budget revisions as needed.
- Assists Treasurer in preparing and monitoring budgets and financial reports.
- Manages systems relating to fringe benefits.
- Assists Payroll Specialist with administration, reporting, and/or recording of fringe benefits.
- Assists with responsibilities associated with federal, state, and local grants.
- Assists in compiling information related to financial statements and the annual audit.
- Works with Accounting Specialists in maintaining fixed asset inventory records.
- Provides general support and backup for accounting and payroll functions.
- Prepares Board meeting minutes for Treasurer's review.
- Assists in the supervision of the treasurer's office and staff.
- Performs other projects/duties as assigned by the Treasurer.

If interested in this position, please send a resume and letter of interest to:

Patti Bowers, Treasurer
patti.bowers@edgewoodschools.net
3500 Busenbark Road, Trenton, OH 45067

No later than March 16, 2026
Duties to Begin April 1, 2026

Equal Employment Opportunity Statement

The Edgewood School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in employment or provision of services.