**FOSTORIA CITY SCHOOL DISTRICT**

JOB DESCRIPTION

**TITLE: ASSISTANT TREASURER**

OBJECTIVE:

* Performs duties that support the effective management of the treasurer’s office. Assists with personnel and special projects.

QUALIFICATIONS:

* Preferred college degree in accounting and possession of an Ohio Treasurer’s License or ability to obtain one.
* Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
* Documented evidence of a clear criminal record.
* Experience with or knowledge of governmental accounting and operating procedures.
* Meets prerequisite qualification to be bonded.
* Complies with drug-free workplace rules, board policies, and administrative guidelines.
* Ability to follow complex instructions and recognize/correct errors independently.
* Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
* Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
* Ability to accurately compute and record mathematical data.
* Proficient in use of office machines.

ESSENTIAL

FUNCTIONS:

* Provides administrative support services. Uses independent judgment to organize and carry out assignments. Plans and implements strategies to accomplish tasks within adopted time frames.
* Keeps the Treasurer aware of work progress and pending deadlines.
* Uses problem-solving techniques to tactfully address and resolve questions or concerns.
* Assists with the preparation of reports for the Ohio Department of Education, State Auditor’s Office and others as needed.
* Performs all functions of the payroll process as needed
* Performs all function of the accounts payable process as needed
* Performs the reconciliation and balancing of accounts as needed
* Maintains employee benefit records as needed
* Manages workers’ compensation claims as needed
* Produces monthly, quarterly, annual reports as needed
* Maintains employee EMIS records
* Maintains the district inventory of assets
* Assists in the supervision of the Treasurer’s staff.
* Assists with the preparation of the budget, forecast, and appropriations as needed.
* Performs other specific job related duties as directed.
* Maintains confidentiality.

ABILITIES

REQUIRED:

* Demonstrates professionalism and contributes to a positive work environment.
* Anticipates time constraints. Manages tasks efficiently to meet deadlines.
* Reacts productively to interruptions and changing conditions.

SUPERVISORY

RESPONSIBILITY:

* Supervises and evaluates assigned staff under the direction of the Treasurer. Assumes responsibility for the result of duties delegated to staff.

PERFORMANCE

EVALUATION:

* Job performance is evaluated according to the policy provisions adopted by the Fostoria City School District Board of Education.

The Fostoria City School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national original, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.