

Position: Assistant Treasurer

Reports to: Treasurer

Job Objective: Performs duties that support the effective operation of the treasurer's office of the Louisville City School District. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

Minimum Qualifications:

- ❖ Associate degree or equivalent accounting work experience is required. Bachelor's Degree or higher preferred.
- ❖ Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- ❖ A record free of criminal violations that would prohibit public school employment.
- ❖ Complies with drug-free workplace rules and board policies.
- ❖ Meets all prerequisite qualifications to be bonded.
- ❖ Ability to interact comfortably and confidently with the public, administration, and finance team. Congenial telephone etiquette.
- ❖ Keeps current with advances in technology and workplace innovations that enhance productivity.
- ❖ Consistently dependable. Accepts new responsibilities/assignments willingly.
- ❖ Experienced and proficient with Microsoft Office.
- ❖ Proficient and accurate in office protocol, data entry/management, spelling, proofreading, and the correct use of grammar.
- ❖ Record maintenance skills. Ability to accurately compute and record mathematical data.
- ❖ Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- ❖ Experience with governmental accounting procedures and automated data processing systems preferred.
- ❖ Work with State Auditors in providing requested information.
- ❖ Prepare/provide information needed for GAAP conversion.
- ❖ Additional responsibilities as assigned by Treasurer.

Essential Functions: (The following functions are typical work responsibilities for the position.)

- ❖ Helps staff as needed to meet deadlines and goals.
- ❖ Provides administrative support services. Takes the initiative to perform routine tasks independently. Maintains electronic and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- ❖ Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- ❖ Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- ❖ Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently.
- ❖ Schedules appointments as directed. Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- ❖ Excels at managing technology to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of all information.
- ❖ Helps prepare complete and systematic records. Facilitates collaborative work with auditors.
- ❖ Posts receipts regularly. Monitors banking transactions daily. Balances ledgers monthly. Analyzes account activities. Prepares monthly recaps as directed.
- ❖ Maintains chart of accounts as directed.
- ❖ Collaborates with contracted personnel in the preparation of the district's GAAP Report.
- ❖ Maintains student activity accounts and building fund records.
- ❖ Reconciles bank statements as directed.
- ❖ Processes contracts as required.
- ❖ Processes forms for special education reimbursements.
- ❖ Processes receivable accounts. Prepares/makes bank deposits as needed.
- ❖ Assists with scheduling and maintaining the treasurer's calendar as needed.

- ❖ Prepares fleet and property insurance reports as needed.
- ❖ Organizes and stores supplies. Prepare materials for shipping (e.g., returns, repairs, etc.) as needed.
- ❖ Composes and prepares routine correspondence, memos, notes, e-mails etc.
- ❖ Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- ❖ Collects, compiles, edits, and prepares statistical data and reports as directed.
- ❖ Assists with special projects as directed.
- ❖ Uses photocopy/scanning equipment. Fixes minor malfunctions. Contacts vendors as needed.
- ❖ Processes mail and faxes (i.e., incoming, outgoing, and interoffice) as needed.
- ❖ Maintains forms and paperwork related to administrative procedures and program functions.
- ❖ Assist with discarding archived records following the board-adopted records retention/disposal schedule.
- ❖ Respects personal privacy. Maintains the confidentiality of privileged information.
- ❖ Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- ❖ Participates in staff meetings and professional growth opportunities as directed.
- ❖ Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- ❖ Reports suspected child abuse and/or neglect to civil authorities as required by law.
- ❖ Strives to develop rapport and serves as a positive role model for others.
- ❖ Maintains a professional appearance. Wears work attire appropriate for the position.
- ❖ Performs other specific job-related duties as directed.

Abilities Required: (The following personal characteristics and skills are important for the successful performance of assigned duties.)

- ❖ Acknowledges personal accountability for decisions and conduct.
- ❖ Demonstrates professionalism and contributes to a positive work/learning environment.
- ❖ Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- ❖ Maintains an acceptable attendance record and is punctual.
- ❖ Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
- ❖ Prepares accurate and timely paperwork. Verifies and correctly enters data.
- ❖ Reacts productively to interruptions and changing conditions.

Working Conditions: (To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.)

- ❖ Balancing, bending, crouching, kneeling, reaching, and standing.
- ❖ Exposure to adverse weather conditions and temperature extremes.
- ❖ Exposure to blood-borne pathogens and communicable diseases.
- ❖ Interactions with aggressive, disruptive, and/or unruly individuals.
- ❖ Operating and/or riding in a vehicle.
- ❖ Performing repetitive tasks quickly.
- ❖ Lifting, carrying, and moving work-related supplies/equipment.
- ❖ Traveling to meetings and work assignments.
- ❖ Using a computer keyboard and monitor for prolonged periods.

Length of Contract: 260 days for full time

Salary: Competitive salary with excellent fringe benefits.

Deadline for Applying: August 14, 2018

Starting Date: September 4, 2018

The Louisville City School District Board of Education is an equal opportunity employer. This job description identified general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.