

Licking Valley Local Schools
1379 Licking Valley Road NE
Newark, OH 43055

JOB POSTING 2021-22 SCHOOL YEAR

Assistant Treasurer

Job Qualifications:

- Passion for *helping every child learn and grow every day*

Job Posting: ASSISTANT TREASURER

REPORTS TO:

Treasurer

JOB GOAL:

To assist the Treasurer in the day-to-day operations of payroll department, manage employee health benefits, assist with five year forecast, assist and prepare monthly reports, assist with GAAP and financial audits, and other duties deemed necessary by the Treasurer.

QUALIFICATIONS:

USPS (Classic/Redesign) Strongly Preferred

- ☐ Minimum of Associates Degree in Business Administration/Management is preferred
- ☐ USPS (Classic or Redesign), experience preferred
- ☐ School accounting, experience preferred
- ☐ Demonstrated proficiency in written and oral communication skills
- ☐ Demonstrated experience and proficiency in using electronic spreadsheets, word processing and data base applications on a personal computer
- ☐ Skilled at operating general office equipment in addition to computer specific peripheral hardware
- ☐ Proven knowledge of the State Auditor's Office Uniform School Accounting System
- ☐ The ability to work cooperatively with others and to take instruction from the Treasurer

PERFORMANCE RESPONSIBILITIES:

- ☐ Manage payroll department and provides guidance on matters of legal interpretation and Board Policy interpretation
- ☐ Manages District payroll systems
- ☐ Assists in preparing monthly financial reports and appropriately store this information for efficient retrieval
- ☐ Assists in revenue expenditure estimates used to prepare the district's five-year forecast
- ☐ Assists in preparation of official statements and other related reports needed to obtain a credit rating
- ☐ Assist with preparation of necessary appropriation and budgetary certificates as required by Ohio Law
- ☐ Work cooperatively with other administrators in the district, and responds to information requests
- ☐ Works cooperatively with individuals responsible for managing State and Federal grant programs by providing cost information and completing cost reports as needed and filing them by required deadlines
- ☐ Assists in preparation of annual year end cash basis report
- ☐ Works with the Coordinator of Technology Advancement/EMIS Coordinator to ensure smooth implementation of new hardware/software affecting the accounting system
- ☐ Maintains adequate training to stay current on new rules and regulations affecting the accounting system and the Treasurer's Office as a whole
- ☐ Assists Treasurer in developing and implementing policies required by statute or by the Board of Education
- ☐ Other duties as assigned by the Treasurer or his/her designee

CONDUCT:

Each staff member shall remain free of any alcohol or no prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: 260 Work days

Salary: Commensurate with experience

Licking Valley School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

The position is effective for the remainder of the 2020-21 school year and 2021-22 school year.

Interested candidates should e-mail a letter of interest and résumé to the Treasurer, listed below, and complete the www.ohreap.net application by June 11, 2021:

Tonya Boyd, Treasurer, boydt@lickingvalley.k12.oh.us

District Website: <http://www.lickingvalley.k12.oh.us/>