

Job Posting:

Assistant Treasurer/ Accounts Payable Specialist Mid-East Career and Technology Centers

Posting Date: October 18, 2021

Job Description: Assistant Treasurer/ Accounts Payable Specialist (see attached job description)

Application Deadline: October 29, 2021 at 4:00 pm.

Tentative Start Date: December 1, 2021

Application Procedures:

For all interested candidates: Send letter of interest and resume to Stephanie VanDusen at svandusen@mideastctc.org.



ASSISTANT TREASURER/ACCOUNTS PAYABLE SPECIALIST JOB DESCRIPTION

Position: Assistant Treasurer/Accounts Payable Specialist

Reports to: Treasurer

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description : Processing of all district accounts payables and related budgetary reports. Assisting the Treasurer in administering the financial affairs of the Board efficiently and expeditiously and to the ultimate benefit of the Board of Education.

NOTE : The below lists are not ranked in order of importance.

Essential Functions:

- Processing and maintaining files of all district purchase orders.
- Processing and maintaining files of all district invoices and voucher packets.
- Verifying or preparing daily deposits of district funds.
- Depositing district funds daily.
- Maintaining W-9 documentation of district vendors.
- Verifying district requisitions to ensure compliance of district policies and fund accounting for audit purposes.
- Maintaining construction files.
- Maintaining prepaid report for GAAP reporting throughout the fiscal year.
- Preparing monthly Then and Now's for Board approval.
- Maintenance of outstanding budgetary checks.
- Maintaining complete and accurate records as required by law, district policies, and administrative regulations.
- Working collaboratively and effectively with the fiscal team, with a willingness to be cross-trained in other departments as required.
- Providing assistance to auditors for required records and information.
- Attending professional development events as needed.
- Assisting in the maintenance of fixed asset inventory.
- Other duties as assigned by Treasurer or designee.

Other Duties and Responsibilities:

- Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.
- Serve as a role model for students and fellow staff in how to conduct themselves as responsible citizens.

ASSISTANT TREASURER/ACCOUNTS PAYABLE SPECIALIST JOB DESCRIPTION

- Assist the Treasurer in the following areas as requested by the Treasurer:
 - Preparing financial reports required by the Board of Education, and state and federal agencies,
 - Projecting revenues and expenditures,
 - Preparing, implementing, and monitoring district budgets.
- In the absence of the Treasurer, the Assistant Treasurer shall serve as the Acting Treasurer and perform those responsibilities as included in the Board-approved job description, providing the Assistant Treasurer is properly licensed.
- Other duties as assigned.

Required Qualifications, Knowledge, Skills, and Abilities:

- Shall possess or be able to obtain a valid Ohio School Treasurer's license.
- Be willing to submit and pass a drug screen.
- Have knowledge of the Uniform School Accounting System (USAS) and state software system.
- Possess extensive knowledge of Microsoft Office (Word and Excel) preferred.
- Be able to plan, organize, and coordinate work assignments.
- Demonstrate excellent oral and written communication skills.
- Have the ability to establish and maintain effective working relationships with other district personnel and outside vendors.
- Take initiative to identify and solve problems independently.
- Embrace advances in technology.
- Be able to multitask and prioritize workload to meet periods of peak demand.
- Keep current with program, policy, and procedure changes.
- Maintain confidentiality.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.