

Groveport Madison Schools
JOB DESCRIPTION

Position: Assistant Treasurer
Reports to: Treasurer
FLSA Status: Exempt
Revised: 11/1/2021
Compensation: Pay Grade 4, Salary Range \$87,356 to \$109,097 with 25% SERS Pickup

Description: Assist Treasurer with daily operations in budgeting, accounts receivable, accounts payable and payroll/benefits.

Qualifications:

- Minimum of a Bachelor's Degree.
- Minimum of two years accounting experience; preference in school budgeting, payroll, payables and proper internal controls preferred.
- Holds State of Ohio Treasurer's license, or ability to obtain license based on education.
- Demonstrated computer proficiency including word processing, database, spreadsheet, State Software Redesign, and presentation software.
- Working knowledge of Ohio school funding, school law and collective bargaining agreements.

Required Skills & Abilities:

- Maintain high moral character, professionalism, ethical behavior and confidentiality.
- Maintains a calm, controlled attitude in difficult situations while being professional and helpful.
- Ability to use independent judgement to analyze, diagnose, and solve complex situations.
- Demonstrate initiative as a self-starter with good attendance record and strong work ethic who is also detailed and results oriented.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Accurate and timely performance of work-related tasks.
- Ability to effectively communicate with a wide range of individuals.
- Promotes good social relationships and culture with words, actions and attitudes.
- Possesses the ability to juggle multiple priorities, stay flexible and adaptable to changing situations with a positive attitude.
- Alternatives to the above skills & abilities as treasurer or Board of Education may find appropriate.
- Successful BCI/FBI check.

Essential Functions:

- Ensure budget guidelines and purchase procedures are followed in accordance with Board Policy, ORC and negotiated agreements in consultation with the Treasurer.
- Assist Treasurer with budget development, maintains and updates amounts and account codes in accordance with Uniform School Accounting System.
- Assist Treasurer with review of daily purchase orders and invoicing for approval.
- Directly responsible for grant management by collaborating with Federal Programs Coordinator and other school personnel to ensure correct budgeting, accounting and cash management for all grants.
- Oversee the handling of accounts receivable by preparing bank deposits and posting receipts.
- Directly responsible for maintaining fixed assets (EIS), record retention and student activity accounts.
- Backup and support accounts payable and payroll as needed to achieve operational goals.

- Run reports upon the request of the Treasurer, Administrators, Board, staff, and public.
- Assist Treasurer with monthly board minutes and financial reporting to stakeholders.
- Work overtime during evenings, weekend, and summers as needed.
- Assist Treasurer with general and payroll account monthly balancing, including check reconcile and follow up on outstanding check correspondence.
- Assist and direct staff who handle money with proper cash handling procedure when needed.
- Facilitate and coordination all audit requests including; ODE, MSP and Fiscal.
- Administer budget report bundles via Redesign for front end user.
- Once in an active OSFC project, review all pay applications, administer escrow accounts, and reconcile USAS funds to bank/escrow statements.
- Oversee workers compensation premium payment and self-insurance payments.
- Attend required meetings and in-services to continue process improvement objectives.
- Assist Treasurer with management of treasurer's office staff and operations.
- Other duties as assigned by the Treasurer.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

 Superintendent or designee

 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

 Signature

 Date

Adoption date:
 Pending Decision, December 8, 2021