

JOB TITLE: Assistant Treasurer

REPORTS TO: Treasurer

SALARY SCHEDULE: \$87,907.00 - \$105,488.00 (Admin Salary Scale / Grade 14)

GENERAL DESCRIPTION:

Responsible for helping the Treasurer/CFO in overseeing the entire financial operations of the district, the accuracy and timeliness of all state and federal reporting, assist in providing oversight to Treasurer department staff in the daily functions of the office.

ESSENTIAL FUNCTIONS:

- Responsible in the preparation of the **CAFR in-house** and also, participating/supervising in the preparation of various monthly, quarterly and annual financial reports
- Responsible for functions being performed in a Treasurer's Office and ability to supervise staff and workflows
- Supervising the preparation of monthly/yearly closing and reconciliation of general ledger accounts
- Overseeing the preparation of consolidated and individual monthly bank reconciliations with fund balances of the district
- Overseeing the maintenance of accurate accounting records and files
- Authorizing purchase orders for payment in accordance with established policies/procedures
- Conducting research necessary to resolve discrepancies
- Responding to a variety of data and information requests; prepares analysis and reports for presentation to various audiences including the board
- Provides systems analysis and verifies accuracy of data for proper interpretation
- Participates in policy and procedure development, modification and implementation
- Interprets rules, regulations, policies, plan documents and labor contracts
- Assists with negotiations salary cost research, analysis and projections
- Trains and advises central office and building administrators in treasurer office policies, computer enhancements, and district policies
- Providing appropriate training to district staff on the accounting and reporting of money receipts and disbursements
- Works cooperatively and maintains communication with other departments and external stakeholders to resolve problems and exchange information
- Performs other duties as assigned by the Treasurer/CFO

QUALIFICATIONS/EXPERIENCES:

- Must possess or be eligible for a valid Ohio Treasurer's license
- CPA credentials preferred
- Must have a Bachelor's Degree or above in accounting, finance, business or related field

Mission Statement

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

- A minimum of 5 years or more supervisory experience to effectively manage the daily operations and administration of assigned function(s)
- Ability to define and implement best practices and continuous improvement strategies
- Strong critical thinking insight that promotes high performance
- Demonstrated knowledge of generally accepted accounting principles (GAAP) and **must be an expert in preparing CAFR**
- Interpersonal skills necessary to effectively communicate, orally and in written form, with District staff, internal and external stakeholders, and others
- Computer skills necessary to effectively manage and operate the financial accounting systems and applications
- Analytical ability and mathematical aptitude necessary to perform a variety of accounting and payroll tasks and resolve discrepancies as necessary
- Ability to provide guidance, training, prioritizes and reviews the work of assigned staff
- Mental ability to handle pressure related to meeting deadlines and working on tasks requiring accuracy and attention to detail
- Interpreting and implementing applicable laws and pronouncements. Also ability to implement innovative and creative solutions
- Commitment to maintaining high standards and increasing accountability at all levels.
- Skills to design and develop fiscal strategies that support operational efficiencies
- Ability to prepare and work independently in preparation of special project reports as requested by the Treasurer
- Experience in effective management of banking relations and investments
- Demonstrated knowledge of state and local funding issues along with Ohio laws and regulations pertaining to public schools
- Expertise in developing and communicating office procedures and establishing internal control procedures
- Possess knowledge of and able to supervise fiscal responsibilities associated with Federal Funds and grants
- Proven ability to work with others and be a team player
- Works cooperatively and maintains communication with other departments and external stakeholders to resolve problems and exchange information
- Must maintain integrity and high standards of ethics in all matters

HOW TO APPLY

All applicants must apply online through our website at www.dps.k12.oh.us or directly through the Dayton Area Consortium at www.daytonareaschooljobs.esu.k12.oh.us.

DEADLINE: September 23, 2016

EQUAL OPPORTUNITY EMPLOYER

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