

## Norton City School District – Treasurer Search

Norton City Schools reflect the values of the Norton community by focusing on education, collaboration, and development. The district plays a central role in uniting the community, ensuring that students are prepared for future academic and career success while fostering a welcoming and inclusive environment.

### **Key Responsibilities:**

- Oversee all financial operations, including budgeting, payroll, accounts payable/receivable, and reporting.
- Ensure compliance with federal, state, and local financial regulations, including Ohio Revised Code requirements.
- Collaborate with the Board of Education, Superintendent, and other stakeholders to develop and manage the district's budget effectively.
- Provide financial reports and forecasts to guide decision-making and strategic planning.
- Supervise the preparation of financial statements, audits, and grant reporting.
- Manage investments and cash flow to maintain district solvency.
- Serve as a resource for school staff regarding fiscal policies and procedures.

### **Qualifications:**

- Bachelor's degree in accounting, finance, or a related field (Master's degree preferred).
- Valid Ohio Treasurer's License or the ability to obtain one.
- Experience in public school finance or governmental accounting.
- Strong knowledge of financial software, accounting principles, and auditing standards.
- Excellent communication, organizational, and leadership skills.
- Demonstrated ability to work collaboratively with various stakeholders.

### **Preferred Skills:**

- Familiarity with Ohio school financial reporting systems (e.g., USAS, USPS, or EMIS).
- Experience in managing grants, levy campaigns or other district funding initiatives.

### **Application Process:**

Interested candidates should submit applications via AppliTrack at:

<https://tinyurl.com/NortonTreasurer2025>

Note: Applicants should not make personal contact with the board of education members. For information about the search, contact the Summit ESC search consultant. Josephl@SummitESC.org

### **Application Deadline: February 12, 2025**

Norton City Schools is committed to fostering a diverse and inclusive environment. We are an equal-opportunity employer and encourage candidates from all backgrounds to apply. Go Panthers!

*Norton City Schools and Summit Educational Service Center are equal opportunity employers.*