



Job Posting

Assistant Finance Director Assistant Treasurer

ABOUT US

The Shared Resource Center (SRC) operates with an inspired purpose: to help bridge the gap between vision and resources for public entities. We broaden the horizons for our clients by creating more robust pathways to resources. We mobilize the best, most cost-effective resources to fill immediate needs and build long-term, sustainable solutions for finance, government, and business services. We help schools and local governments of all sizes create more value for their taxpayers, so they can offer more opportunities for their students, residents, and staff.

We accomplish all of this by taking an unconventional approach to managing resources and developing innovative partnerships by recruiting creative thinking top talent with a knack for creating opportunity out of challenge.

ABOUT THE POSITION

The Shared Resource Center is seeking a candidate for the position of Assistant Finance Director and/or Assistant Treasurer. The Assistant Finance Director / Assistant Treasurer will play a critical role in supporting financial operations. This position will assist in managing the day-to-day accounting, budgeting, financial reporting, and compliance tasks in alignment with strategic goals. The ideal candidate will have a strong background in finance, demonstrate a high level of accuracy, and possess the ability to communicate financial information clearly to various stakeholders.

KEY RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assist in the management of all financial activities, including accounts payable, accounts receivable, payroll, and general ledger
- Support the preparation, monitoring, and forecasting of the annual budget
- Collaborate on the development of long-term financial plans that align with the goals and objectives
- Ensure compliance with state, federal, and local financial regulations, including timely and accurate financial reporting
- Oversee the reconciliation of accounts and maintain accurate financial records
- Provide financial data and analysis to school boards, administrators, and community stakeholders, ensuring transparency and understanding
- Contribute to financial audits and reviews, ensuring compliance and accuracy in all reporting
- Assist with cash management, investments, and debt service activities to optimize financial resources for the district
- Develop and implement internal controls to safeguard funds and resources
- Support the Finance Director/Treasurer in communicating financial information to the elected officials and stakeholders



Job Posting

Assistant Finance Director Assistant Treasurer - continued

QUALIFICATIONS

- Bachelor's degree in accounting, finance, or a related field
- Experience in school finance or public sector accounting preferred
- A demonstrated proficiency in written and oral communication skills is a must, as is strong computer knowledge with advanced skill levels in Excel
- A valid Ohio Treasurer's license is preferred for the Assistant Treasurer position
- Knowledge of state and federal financial regulations governing public entities
- Proven knowledge of Ohio public finance accounting systems
- Strong organizational skills, attention to detail, and the ability to meet deadlines
- Excellent verbal and written communication skills with the ability to explain complex financial data in a clear, accessible manner
- Ability to work collaboratively in a team environment and independently

COMPENSATION AND BENEFITS

Compensation is contingent upon the candidate's experience, qualifications, related skills, knowledge, and ability. Excellent benefits.

APPLICATION REQUIREMENTS

A cover letter, resume, and certifications (if applicable). Please submit application information to Mr. Michael Anticoli, Director-HR, via email at administrator@sharedresourcecenter.org.

WORKING CONDITIONS

- Potential for exposure to blood borne pathogens and communicable diseases.
- Duties will likely require operating and/or riding in a vehicle.
- Duties will require time using a computer terminal and keyboard.
- Duties require telephone contact and accurate record-keeping
- Duties may require working within time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

The Shared Resource Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.