

JEFFERSON TOWNSHIP LOCAL SCHOOL DISTRICT
POSITION DESCRIPTION

JOB CATEGORY: Administrator

JOB TITLE: Assistant Treasurer

REPORTS TO: Treasurer/CFO

SUPERVISES: Accounts Payable Clerk and Payroll Clerk, if any

JOB PURPOSE: Responsibility for receiving and disbursing funds, financial accounting, payroll and benefit services, and administration of the District's accounting and payroll related activities.

ESSENTIAL JOB RESPONSIBILITIES:

1. The scope of duties includes the complete processing and implementation of accounting and payroll by:

- Responsibility for processing, operation and maintenance of the Uniform School Accounting System (USAS) and the Uniform School Payroll System (USPS)
- Ensures the timely and accurate production of all payroll and benefit processing
- Establishing internal controls to ensure accurate and timely processing
- Maintains records of balance sheet, revenue/expenditure transactions for all funds
- Submits and files monthly, quarterly and annual reports
- Receives and disburses all payroll and non-payroll monies
- Processes and submits periodic direct deposit, taxes, retirement and insurances
- Provides systems analysis and verifies accuracy of data for proper interpretation
- Directs and evaluates accounting and payroll operations and staff, if any
- 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

2. Works cooperatively with and maintains communication with other departments and external stakeholders to resolve problems and exchange information.

3. Performs other duties as assigned by the Treasurer/CFO

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

JOB QUALIFICATIONS:

1. Must hold or be able to obtain an Ohio Treasurer's license.
2. Bachelor's Degree in accounting, business or related field preferred.
3. Three to five years of related accounting and/or payroll experience.
4. Demonstrated experience to effectively manage the daily operations and administration of assigned function(s).
5. Ability to define and implement best practices and continuous improvement strategies.
6. Strong critical thinking insight that promotes high performance.
7. Commitment to maintaining high standards and increasing accountability at all levels.
8. Demonstrated knowledge of generally accepted accounting principles (GAAP).
9. Interpersonal skills necessary to effectively communicate, orally and in written form, with District staff, internal and external stakeholders, and others in the exchange of information.
10. Computer skills necessary to effectively manage and operate the USAS and USPS.
11. Analytical ability and mathematical aptitude necessary to perform a variety of accounting and payroll tasks and resolve discrepancies as necessary.
12. Ability to provide guidance, training, prioritizes and reviews the work of assigned staff.
13. Mental ability to handle pressure related to meeting deadlines and working on tasks requiring accuracy and attention to detail.
14. Interpreting and implementing applicable laws and pronouncements.
15. Ability to implement innovative and creative solutions.
16. Skills to design and develop fiscal strategies that support operational efficiencies.

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