

**ORANGE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT TREASURER/CFO

File 101

Reports to: Treasurer/CFO

Job Objective: Assists with the management of the treasurer's office.

Minimum Qualifications:

- Bachelor's degree with school law and school finance training or alternative training/experience that meet state department of education treasurer and business manager license requirements.
- Accounting/financial management skills substantiated by training/work experience.
- An acceptable score on a pre-employment skill test may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Follows complex instructions and recognize/correct errors independently.
- Interacts confidently with others and displays a strong customer-service focus.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Meets prerequisite qualifications to be bonded.
- Shows evidence of core computer competencies deemed essential at the time of hire.

Work Days: 260

Essential Functions:

- Helps manage the development, delivery and advancement of fiscal operations, including fund accounting, payroll, budget management, and short/long term financial projections.
- Maintains a high degree of accountability. Develops/implements a strategy to manage multiple concurrent responsibilities. Ensures all tasks are completed within required time-frames.
- Supervises department staff. Helps develop effective solutions for work-related problems.
- Serves as a technical resource to support the Treasurer in dealing with district staff concerns.
- Keeps the treasurer aware of work progress/pending deadlines.
- Addresses issues that arise during the absence of the treasurer within the limits prescribed by law..
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Maintains cooperative relationships with outside vendors. Obtains/analyzes vendor price quotes.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Maintains records of capital assets for financial statements.
- Follows established district procedures to ensure the accurate recording and timely preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
- Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.

- Reconciles, prepares and makes bank deposits.
- Maintains bank accounts. Processes bank transfers.
- Assesses liquidity and cash positions. Helps the treasurer make investment decisions.
- Monitors district compliance with Ohio Revised Code budgetary requirements.
- Pursues the collection of delinquent accounts.
- Processes supplemental appropriations and amended certificates of estimated resources.
- Uses state software to process account changes, posting corrections and supply distribution.
- Creates accounts that comply with USAS guidelines.
- Prepares monthly bank reconciliations.
- Assists financial auditors and staff with GAAP conversion and CAFR preparation.
- Balances and closes financial books. Prepares monthly reports for presentation to the Board.
- Supervises accounts payable, accounts receivable, benefits and payroll activities.
- Notifies the bank about necessary stop payments orders for payables, payroll and petty cash checks.
- Reviews financial items for the board agenda.
- Assists with budget development. Helps budget managers assess revision needs. Processes budget and appropriation modifications. Uploads budgets to the financial system.
- Processes fund-to-fund transfers, advances and return of advances.
- Posts monthly benefits expenditures through the board distribution process in state software.
- Complies with district record retention protocols to delete irrelevant data and file records (e.g., outdated payable and refund checks, unused accounts, etc.).
- Prepares payroll bank reconciliation.
- Works cooperatively with auditors. Coordinates internal staff procedures during state audits.
- Complies with Ohio Public Records Law when responding to public records requests.
- Assists the Treasurer with staff performance reviews.
- Attends professional meetings as a proxy when the treasurer is not available.
- Completes any Affordable Care Act (ACA) reporting requirements.
- Renews SAM.gov registration annually.
- Attends Board of Education committee meetings and prepares minutes in accordance with applicable law.
- Helps with special projects/committee activities as directed.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Performs all assigned duties.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Coordinates preparations for meetings, conferences and other departmental activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Regularly reads district e-mails and responds promptly.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques.
- Respects diversity.
- Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.
- Assists with evacuation drills and building emergencies.

6. Performs other specific job-related duties as directed.

- Coordinates/participates in support service responses to unexpected/urgent situations.
- Helps implement workplace initiatives that advance district goals.

Working Conditions

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Managing aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Board of Education.

The Orange City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

"The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District."