

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **ASSISTANT TREASURER**

#### **Minimum Qualifications:**

- Valid Ohio treasurer's license
- Minimum of 5 years of experience as an accountant, assistant treasurer, supervisor in a school treasurer's office or similar work experience
- Bachelor's degree or higher in Business Administration with a major in accounting or finance
- Knowledge of the State Auditor's Office Uniform School Accounting System
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Treasurer

#### **Job Objectives:**

To assist the Treasurer in the fulfillment of his/her responsibilities by overseeing day to day operations of the Treasurer's office

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Supervises accounts payable/receivable and payroll department employees and provides guidance on matters of legal interpretation and Board policy interpretations
- Manages center investment program and works cooperatively with consultants hired from time to time to improve efficiency of portfolio
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- Manages Center budgetary accounting and payroll systems
- Assists in preparing monthly financial reports and appropriately stores this information for efficient retrieval
- Assists in preparation of official statements and other related reports needed to obtain a credit rating
- Assists in reconciling all Center bank accounts
- Works cooperatively with other administrators in the Center and responds to information requests
- Works cooperatively with individuals responsible for managing State and Federal grant programs by providing cost information and completing cost reports as needed and filing them by required deadlines
- Assists in preparation of annual year end cash and GAAP basis reports
- Maintains adequate training to stay current on new rules and regulations affecting the accounting system and the Treasurer's office as a whole
- Assists Treasurer in developing and implementing policies required by statute and by the Board of Education
- Handles day to day operational issues that develop in regard to areas under his/her supervision
- Acts as Treasurer Pro Tempore if appointed by the Governing Board as same pursuant to Ohio Revised Code Section 3313.23
- Performs other specific job-related duties as directed by the Treasurer or by his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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