

NEW LEXINGTON SCHOOLS

2549 Panther Drive
New Lexington, Ohio 43764
740-342-4133 Fax: 740-342-6051



Casey Coffey, Superintendent

JOB POSTING

POSITION: Interim Treasurer
Effective: Immediately
Rate of Pay: Based on Experience
Hours: 8:00 AM - 4:00 PM

Qualifications:

1. Valid School Treasurer License issued by the Ohio Department of Education.
2. College degree in accounting, business management or related field from an accredited college or university.
3. Bond in an amount and with surety as approved by the Board, payable to the State and deposit with the President of the Board and a certified copy filed with the Perry County Auditor as prescribed by R.C. 3313.25.

Essential Functions:

1. Serves as the Interim Chief Financial Officer of the District.
2. Receives, deposits, manages, disburses, and accounts for all Federal, State, and local funds of the District in accordance with the Board's policies, administrative guidelines, and Ohio law.
3. Ensures that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements, policies of the Board, and the District's administrative guidelines.
4. Promotes the efficient and effective use of District resources in the daily operations of the schools.
5. Interprets the budget appropriations and the District's fiscal affairs to Board of Education to secure their input, involvement, and support for school programs and initiatives.
6. Assists with the preparation of all fund budgets/appropriations and yearly, quarterly, and monthly reports.
7. Provides oversight and assistance, as needed, with internal candidates for OASBO Treasurer licensure pathway.
8. Prepares complete and systematic financial records as required by Board Policy, Ohio Auditor of State, Ohio Department of Education, and Ohio Revised Code.
9. Assembles data for financial analysis/forecasting when requested.
10. Works cooperatively with auditors and submits reports as required.

11. Analyzes monthly account statements.
12. Helps maintain fixed asset records.
13. Updates the inventory list and depreciation schedules.
14. Prepares end-of-year reports.
15. Works with outside consultants in regards to preparation of required reports including GAAP.
16. Oversees proper administration of public records, including records retention, official responses to records requests, maintenance of Board meeting documents including agendas and minutes, and ensures proper procedures are followed.
17. Prepares wage change notices.
18. Verifies that employees are placed on the correct salary schedule.
19. Maintains payroll deduction authorization forms.
20. Processes the payroll, benefits status and reconciliation, benefits plan administration, and employee leave administration.
21. Reconciles payroll, benefits and employee leave records.
22. Distributes paychecks or deposit confirmations forms as directed.
23. Maintains payroll records for all monthly, quarterly, and annual reports.
24. Verifies the timely payment of payroll taxes and the completion of all required reports.

TO APPLY:

Go to <https://www.nlpanthers.org/employment.aspx> to complete the Certified Application and upload your resume.

Email employment@nlpanthers.org with any questions.

Deadline for Applications: December 17, 2021

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.