



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION ASSISTANT TREASURER JOB DESCRIPTION

Position: Assistant Treasurer

Department: Administrative Office

Building/Facility: District - Wide

Reports to: Treasurer/CFO

Employment Status: Regular/Full-time (260 Days) 8 Hours – ½ Hour Unpaid Lunch

Status: Exempt

Minimum Qualifications: Bachelor's Degree in Accounting, Business Administration, Finance, and/or related field
Appropriate State of Ohio Treasurer's certificate/license (or willing to obtain)
Alternative to the above qualifications as the treasurer and/or board of education may find appropriate

Description: The Assistant Treasurer assists in the administration, oversight, and continuous improvement of the District's financial operations. The position supports compliance with state and federal regulations, maintains accurate and transparent financial records, and provides leadership and oversight for accounting, payroll, budgeting, reporting, and internal control functions. The Assistant Treasurer serves as key operational and strategic support to the Treasurer.

Role Model: To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice ethical principles and democratic values

Essential Functions:

- Ensure the accurate collection, recording, safekeeping, depositing, and disbursement of district funds in accordance with Board policies, procedures, and applicable laws and regulations
- Process and maintain purchase orders, invoices, requisitions, and payments in a timely and accurate manner
- Maintain accurate financial records and ensure compliance with the Uniform School Accounting System (USAS), EMIS requirements, and other applicable accounting standards
- Assist the Treasurer in the development, maintenance, and monitoring of the district's annual appropriations and budget
- Assist administrators and directors with budget development, monitoring, expenditure analysis, and financial reporting
- Perform financial analysis related to salary schedules, payroll costs, cost increases, and other district expenditures
- Assist with long-range financial forecasting, financial modeling, cost studies, and other financial analyses as needed.
- Monitor state revenue sources, related charges, funding allocations, and other district revenues
- Support cash management, investment activities, banking relationships, and related financial functions
- Become familiar with all payroll functions and serve as a backup for payroll processing as needed
- Maintain accurate records of district inventory and assets and provide for their safekeeping
- Provide financial and other appropriate information to district employees, administrators, the Board of Education, and the public

- Prepare, type, and index minutes of Board of Education meetings
- Open, sort, and distribute mail for the central office
- Perform other duties related to the work of the Treasurer, Board of Education, or district as assigned by the Treasurer/CFO
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Demonstrate responsibility, initiative, and ability to structure the workday with a minimum of supervision
- Ability to type 40 WPM with accuracy
- Proven experience in dealing with the public (employees, taxpayers, etc.) and excellent attendance behavior
- Proficiency with word processing, spreadsheets, accounting software, and standard office technology
- Familiarity with and frequent use of accounting systems
- Willingness to accept guidance, direction, and constructive criticism as needed
- Ability and willingness to maintain a harmonious office environment
- Experience reconciling large cash activity
- Experience in school accounting (specifically with USAS) is a plus
- Bachelor's Degree in Accounting, Business Administration, Finance, and/or related field

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluid and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Frequent period of repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Occasional lifting, carrying, pushing, and/or pulling of items up to a maximum of 25 pounds

Oak Hill Union Local Schools

Board of Education

Approved: 5/15/2003

Revision: 7/25/2018, 8/11/2026, 9/30/2026



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION

RECEPTIONIST/TREASURER'S ASSISTANT JOB DESCRIPTION

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date