**Finance Officer/Treasurer**

Reports to – Superintendent

Regular Hours Worked – 8 hours per day

Terms of Employment – 240

Assist the Superintendent with the day-to-day financial administration of the district. Maintains and Oversees Financial Department of District. Assist with financial reports, budgets and annual audit. Cash balancing all accounts. Maintain compliance with state financial requirements of the school district.

**PERFORMANCE RESPONSIBILITIES**

1. Assist and Prepare Draft, Tentative and Working Budgets for district
2. Assist and supervise Financial Departments of the District
3. Month and year end cash balancing of all funds
4. Prepare Monthly and Yearly financial reports for District and State dept
5. MUNIS system administrator.
6. Maintain financial hardware and software and apply all updates.
7. Setting up all new users to the MUNIS system
8. Processing and Reporting monthly, quarterly and annual tax reports required, 941, unemployment, workers comp
9. Prepare PSD / CSD reports for State
10. Adjusting entries for accrual method of accounting
11. Accounting training and development of district staff
12. Backup for accounting personnel-running payroll and accounts payable as needed in absence of payroll or accounts payable personnel
13. Prepare Salary schedules and enter into MUNIS
14. Setting up all new employees in MUNIS for payroll purposes
15. Compile and organize all employee information for open enrollment of Cafeteria Plan Insurances from Third Party Administrator and enter all changes into MUNIS
16. Process field trip reimbursements and compile report for Athletic Dept.
17. Monthly checking of Accounts payable-Payment of bills and matching invoice to checks written
18. Overseeing each payroll and matching earnings to deductions and employee payments
19. Preparing and delivering Monthly budget reports to each school and departments for all funds
20. Entering and maintaining all budgets for Fund 2 (Grants) in MUNIS
21. Preparing and mailing of all bond payments
22. Assist in bidding of Insurance, Bank Institutes and any other needed entity
23. Prepare special projects for board as requested
24. Consult on financial matters for district personnel
25. Assist independent auditors with annual audit
26. Attend board meetings as necessary
27. Any duties as requested by the Superintendent and/or Board of Education

**PHYSICAL DEMANDS**

Ability to work under the stress of meeting responsibilities and duties under timelines. Ability to meet the requirements described under major responsibilities and duties.

**MINIMUM QUALIFICATIONS**

1. High school diploma or G.E.D.

2. Knowledge of computer systems, including spreadsheet, word processing and network application. Also, experience with automated accounting and general ledger systems.

3. 5 or more years experience in a corporate or non-profit accounting position. Public accounting or audit experience helpful.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee