

Euclid Board of Education

Job Description

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| Position: | Assistant Treasurer |
| Reports to: | Treasurer |
| Employment Status: | Full-Time |
| FLSA Status: | Exempt |
| Description: | All operational aspects of the Finance Department, Financial Compliance, and Internal Controls |

Position Summary:

The Euclid City School District is seeking a dedicated and detail-oriented Assistant Treasurer to support the Treasurer's Office in managing the district's financial operations. This position will ensure compliance with the Ohio Revised Code (ORC), Ohio School Standards, and guidelines set by the Ohio Department of Education and Workforce. The Assistant Treasurer will play a critical role in evaluating current software, and identifying/ integrating the most appropriate advanced technologies for the district, such as financial programs with a strong Artificial Intelligence (AI) influence. Technologies that should be investigated and possibly integrated into daily operations to enhance efficiency and transparency are State Software applications, Payroll programs, and E-Finance Plus.

Key Responsibilities:

1. Grants Management:

- Collaborate and provide oversight for administering federal, state, and local grants to ensure compliance with applicable laws, regulations, and reporting requirements.
- Assist in preparing grant applications and budgets, ensuring alignment with district priorities and strategic goals.
- Monitor grant expenditures and timelines to meet compliance and reporting deadlines.

2. Payroll Operations:

- Collaborate with payroll to gain proficiency in payroll processes and develop the ability to run a payroll cycle when necessary, ensuring accuracy, timeliness, and adherence to state and federal regulations.
- Utilize HighLine Payroll software and E-Finance Plus to manage payroll records, tax reporting, and employee benefits.
- Analyze the effectiveness of the district's current systems in relation to department efficiencies.
- Lead efforts to integrate AI solutions to streamline payroll and error-checking processes.

3. Daily Financial Operations:

- Support the Treasurer in managing the district's accounting functions, including accounts payable, accounts receivable, and cash management.
- Provide oversight in reconciling bank statements, prepare financial reports, and assist in annual audits to maintain fiscal accountability.
- Ensure adherence to the Uniform School Accounting System (USAS) and Generally Accepted Accounting Principles (GAAP).

4. Technology Integration:

- Implement and maintain AI technologies to enhance forecasting, budgeting, and financial decision-making.
- Optimize the use of Forecast 5, HighLine, E-Finance Plus, and internal programs for real-time financial tracking and reporting.
- Provide training to staff on new tools and technologies to improve efficiency across the department.
- Assist the Treasurer in developing and maintaining a Finance Portal on the District Website to enhance transparency among the staff and provide direction to internal stakeholders regarding policy and procedures necessary to maintain compliance with State standards to ensure a clean State audit.

5. Compliance and Reporting:

- Prepare and submit financial reports required by the Ohio Department of Education and other governing bodies.
- Maintain accurate records to ensure compliance with the ORC and school district policies.
- Support the preparation of the Five-Year Forecast and other long-term financial planning documents.

6. Leadership and Collaboration:

- When requested and in the Treasurer's absence, assist in supervising the finance department staff, fostering a culture of collaboration, accountability, and continuous improvement.
- When requested by the Treasurer, serve as a liaison between the Finance Office, district leadership, and external stakeholders.
- Represent the district in audits, meetings, and financial planning sessions as assigned.

* Perform other duties as assigned by the Treasurer.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, Political Science, Public Administration, or a related field/ experience.
- Valid Ohio School Treasurer's License or the ability to obtain one within one year.

- Minimum of three years of experience in the public sector, preferably in a school district.
- A desire and aptitude to learn and operate within the district's financial management systems.
- Ability to integrate and manage AI tools for financial operations.
- Knowledge of the ORC, Ohio School Standards, and state/federal grant regulations.
- Excellent analytical, organizational, and communication skills, both written and verbal.
- Proficiency in Microsoft Office and Google products.

Preferred Skills:

- Familiarity with public sector payroll and tax reporting requirements.
- Proven track record in process improvement and technology integration.
- An understanding of property valuations and the County Tax Commission.

Working Conditions:

- Office environment with occasional in-district/out-of-district travel for training and meetings.
- Extended hours may be required during peak financial periods (e.g., audits, budget preparation).
- Occasional attendance at Board of Education Meetings.
- Frequent interruption of duties.
- Occasional exposure to blood, bodily fluids, and tissue.
- Repetitive motions as a result of computer keyboarding, typing, calculator, and writing.
- Completion of Public School Works annually as directed by the Board of Education.
- Fingerprint/ Background Clearance.

Evaluation: The performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding the evaluation of support staff personnel.

Application Process: Interested candidates should submit a cover letter, resume, and references to Patrick Higley at phigley@euclidschools.org and Gail Breskvar at gbreskvar@euclidschools.org by **[Deadline- May 9, 2025]**

***Euclid City School District is an Equal Opportunity Employer and values diversity in its workforce.**

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature:

Date:

Adoption Date:

Apr 9, 2025