

MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION

Date:	4/16/2025
Title:	Assistant Treasurer
Reports To:	CFO/Treasurer
Employment Status:	Full-time
MOESC Pay Schedule:	Payroll Manager
Days:	As Determined by the CFO/Treasurer
FLSA:	Administrative, Exempt

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business (or) a baccalaureate degree in a non-business area with:
 - Three semester hours in accounting.
 - Six additional semester hours in accounting, business, or finance-related coursework (such as economics, statistics, information systems and operations management), and
- A minimum of five years' related experience in either the public or private sector.
- Successfully pass BCI/FBI background checks
- Proficient use of Microsoft Excel
- Ability to obtain Treasurer's license

PREFERRED QUALIFICATIONS

- Experience with State Software (USAS & USPS) and SC View, preferred

GENERAL DESCRIPTION

The Assistant Treasurer serves in a support role to the CFO/Treasurer. Responsible for administering fiscal oversight by leading and managing all financial accounting programs and systems and providing strategic guidance of the Mid-Ohio Educational Service Center (MOESC). This role is also responsible for the compliance with all applicable laws, policies/procedures, and contract terms as required. To perform these roles and responsibilities, the Assistant Treasurer must execute their duties with the utmost conscientiousness, collaboration, and ethical behavior. The Assistant Treasurer shall exhibit the characteristics of effective leadership through collaboration and lead by demonstrating and nurturing high levels of trust based on their competence, integrity, ethics, and knowledge.

ESSENTIAL FUNCTIONS

Serve as Assistant Treasurer for all MOESC funds in support of the CFO/Treasurer and is responsible for the following as designated by the CFO/Treasurer:

- Administer the affairs of the ESC in such ways as to provide the best possible services with the financial resources available
- Coordinate his/her fiscal responsibility with that of the CFO/Treasurer in the financial planning and operation of the ESC
- Recommend priorities for expenditure of ESC in his/her services areas
- Participation as an active member of the Mid-Ohio administrative team that seeks to meet the needs of its partner districts
- Collaborates with administrators to improve staff competencies
- Serves as an informational resource for staff and member districts
- Assist the CFO/Treasurer with the preparation of the annual budgets that are designed to serve the needs of the ESC
- Grants Management as assigned by the CFO/Treasurer
- Helps prepare grant and foundation proposals
- Cross-train and serve as back-up to the payroll process
- Process purchase orders
- Process accounts payable checks timely
- Process internal memo checks/internal transfers
- Process and submit sales tax
- Maintain USAS vendor list database
- File/upload W-9's to SCView
- Run and Distribute month-end reports
- Month/Year End bank reconciliation for general fund and payroll account(s)
- Monitor daily bank balances/process daily positive pay authorization(s)
- Assist the CFO/Treasurer with District Contract preparation
- Assist the CFO/Treasurer with GAAP reporting and annual audit
- Oversees the timely submission of reports, records, and inventories as needed
- Promotes the effective use of available technology in records management
- Administer the risk management functions of the ESC as they pertain to (a)Property & Casualty Insurance (b) Ohio BWC (c) Ohio Unemployment Comp/Job & Family Services
- Identifies and recommends funding opportunities
- Develops a strategy to accomplish personal performance objectives within specified timelines
- Develops action plans and helps resolve problems
- Participates in national, state, and regional activities that advance the service center's goals
- Participates in professional growth opportunities
- Delegate at own discretion to direct reports the power to discharge duties with the knowledge that the delegation of power or duty does not relieve the Assistant Treasurer final responsibility for the action taken under such delegation

- Other duties as assigned by the Treasurer/CFO

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Demonstrates strong attention to detail
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with others
- Wears work attire appropriate for the position
- Accepts responsibility and exhibits a positive outlook
- Takes initiative and exhibits a service mentality, responding to internal and external client requests
- Participates in professional development that is relevant to the position
- Operates standard office equipment, including computers, word processing, spreadsheets, and communication software
- Stays current on technology issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the CFO/Treasurer according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority, or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.