

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Assistant Treasurer

**Evaluated by:** Treasurer/Business Manager

**Job Description:** The Assistant Treasurer works closely with the Treasurer to direct all financial accounting functions of the Board including purchasing, accounts payable, accounts receivable, fixed assets and payroll. Assists in developing improved financial accounting procedures for the various programs in the county. Assists independent auditors in the audit of the county.

**Qualifications:** Bachelor's degree with major in accounting.  
Experience in school board accounting preferred.  
Ability to interpret and relate financial documents and a general knowledge of data processing uses and capabilities, including, but not limited to excel, etc.  
Ability to meet, confer and converse adequately with other school system administrators and demonstrate accepted managerial aptitude.

**Length of Employment:** 261 Days

**Responsibilities:** The Assistant Treasurer shall have the following responsibilities and duties:

1. Act as Treasurer/Business Manager in his/her absence in all areas of accounting, budget and treasury.
2. To develop, maintain and supervise procedures for control and reporting of all purchases, expenditures, and receipts in accordance with local, state, and federal policies and regulations.
3. To monitor internal financial procedures, reporting to the Treasurer/Business Manager on an ongoing basis.
4. Manage and ensure cash flow for maximum investment proposes.
5. Work closely with the Treasurer/Business Manager and all departments in the budget development process for the school system.
6. Reviews all audits performed on individual school accounts; works with specific principals to correct findings; recommends follow-up action to superintendent and Treasurer/Business manager.
7. To document, log and input receipts into the WVEIS system according to specified guidelines and procedures.
8. To perform bank reconciliations according to specified guidelines and procedures.
9. Prepare and submit federal draw down requests at least quarterly.
10. To prepare local, state and federal financial reports and data as required.
  - a) Revenue/Expense reports to Central Office administrators
  - b) Monthly Financial Reports to Board Members
  - c) School Allocation Reports
  - d) Sworn Statements of State Expenditures
  - e) Indirect Costs Calculations

11. Review all Payroll deduction reports, i.e., 941 reports, W-2's, State Withholding, etc. for accuracy.
12. Assist as needed on Payroll issues.
13. Assist as needed on Affordable Care Act monitoring and reports.
14. Assist as needed on quarterly and annual Medicaid reports.
15. To provide assistance in analyzing financial reports and data.
16. To assist in preparation and publication of annual statements of funds and accounts.
17. Fixed assets monitoring and updates.
18. Monitor all SBA projects and prepare SBA invoices.
19. Assist in monitoring and preparation of Unclaimed Property report.
20. Provide training and technical assistance to school financial secretaries.
21. Act as contact point for school online accounting software.
22. Faculty Senate calculation and distribution.
23. To assist in the supervision of employees assigned to the Finance Department.
24. To complete annual evaluations of assigned staff within the Finance Department.
25. To demonstrate leadership and support in area of responsibility.
26. To establish and implement an improvement process for area of responsibility.
27. To establish good public and employee relations in area of responsibility.
28. To maintain professional work habits.
29. To maintain and upgrade professional skills.
30. Attend necessary training sessions.
31. Attend and report at Board meetings as required.
32. Completes surveys and compiles statistical information for district and county
33. To perform other duties as assigned by the Superintendent and/or Treasurer/Business Manager.