

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO 44875**

**JOB DESCRIPTION  
FOR  
ASSISTANT TO THE TREASURER**

**GENERAL DUTIES:** Maintain budgetary records for the Board of Education and Treasurer

**SPECIFIC DUTIES:**

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|----------------|---|
| <b>Monthly</b> | <ol style="list-style-type: none"><li>1. Balance warrant checking account, prepare outstanding check list, and reconcile all bank balances with cash journal</li><li>2. Process computer update to reconcile accounts payable checks</li><li>3. Run detailed finance computer printouts for all student activity, lunchroom, and trust funds and forward to advisors and/or supervisors</li><li>4. Run monthly CD program to create online reports for finance summary and monthly finance reports.</li><li>5. Adjust accounts to close month in preparation for starting activity for new month</li><li>6. Oversee maintenance of open and closed PO files</li><li>7. File warrants</li><li>8. Post inventory adjustments from warehouse issues list</li><li>9. Enter requisitions as needed when another Secretary is not available</li><li>10. Journal entries for self-insurance activity and interest proration</li><li>11. Access CCIP on ODE website for purpose of requesting grant funds through PCR (Project Cash Request) for current and projected expenses</li></ol> |
| <b>Yearly</b>  | <ol style="list-style-type: none"><li>1. Enter beginning year appropriations/budget and anticipated revenue figures on computer files</li><li>2. Process and record fiscal year-end audit reports to CD ROM</li><li>3. Run fiscal year-end adjustment to prepare computer files for new year</li></ol>  |

4. Prepare GAAP liability accrual schedules
5. Assist Director for filing FER's (Final Expenditure Reports) for grants ending in the current fiscal year via ODE's CCIP website

**Ongoing**

1. Write and post receipts
2. Maintain accounts payable checkbook/request cash as needed
3. Process invoices for payment
4. Issue checks to clear accounts payable/process adult education/distribution refunds as requested
5. Maintain an up-to-date chart of accounts
6. Post transfers and advances as recommended by the Treasurer and approved by the Board of Education
6. Journal entries for coding corrections/reclassification
7. Process reports as requested for coordinator's use in expending/reporting for grants
9. Maintain petty cash fund (disperse and replenish as needed)
10. Perform any other office functions as assigned by the Pioneer Treasurer

**Comment**

Be familiar with payroll to the extent that checks could be issued if need arises.