

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
4851 South Coxville Road
Montezuma, IN 47862
P: 765-569-2073

NOTICE OF VACANCY: CORPORATION TREASURER

The Southwest Parke Community School Corporation seeks a qualified candidate for the position of Corporation Treasurer. Details regarding this position may be found below.

To apply for this position, please complete the non-certified employment application found here: <https://form.jotform.com/81264420747153> and submit the following documents (combined in one PDF file):

1. Cover Letter
2. Resume
3. Three Letters of Recommendation
4. Copies of any credentials held

Documents should be submitted via email to Philip T. Harrison, PhD, Superintendent at harrisonp@swparke.k12.in.us.

Review of applications will begin Wednesday, September 13, 2023. The position will remain open until filled.

Please direct questions to the Superintendent at the email noted above or call the Corporation Office.

JOB DESCRIPTION

TITLE:	Corporation Treasurer
STATUS:	Full-time (Twelve months)
FLSA OVERTIME STATUS:	Exempt - Salaried Position
BARGAINING UNIT STATUS:	Non-Bargaining Unit
SUPERVISED AND EVALUATED BY:	Superintendent
EVALUATION PERIOD:	Evaluated Twice Per Year during the initial year of employment and once per school year thereafter

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Accounting, Business, or closely related discipline
2. Documented experience of working in school or municipal finance
3. Documented experience of working in Komputrol and Indiana Gateway
4. Documented experience of working with state and federal grants

MINIMUM QUALIFICATIONS, CREDENTIALS, AND DISPOSITIONS

1. High school diploma
2. Exceptional organizational skills

3. Understands the necessary confidentiality associated with public school positions and maintains the highest standards regarding all information as confidential
4. Working knowledge of traditional business technology
5. Knowledge of governmental accounting and bookkeeping
6. Ability to make involved and varied mathematical computations rapidly and accurately
7. Ability to tabulate statistical data and compile necessary reports
8. Ability to communicate effectively with students, parents, patrons, teachers, staff, and administrators
9. Pleasant personality
10. Ability to establish and maintain effective working relationships with supervisors and other staff
11. Represents the school district in a favorable manner to the public
12. Is prompt and thorough in completing assignments and attending to details accurately and efficiently

ESSENTIAL FUNCTIONS

1. Acts as Treasurer to the Board of Education
2. Serves as Chief Fiscal Officer for the Board of Education
3. Performs the responsibilities of the Treasurer's position as outlined by Indiana Statutes
4. Receives and receipts all Corporation revenue for all accounts
5. Disburses all payments with proper authority of the Board of Education
6. Keeps accurate financial records according to law, and as prescribed by the State Board of Accounts
7. Prepares all reports prescribed by the laws of the State of Indiana and the Acts of the State Board of Accounts, and submits them on time
8. Prepares monthly financial report on all major accounts for the Superintendent and Board of Education
9. Prepares monthly claim statements for the Superintendent and the Board of Education
10. Responsible for Administering State and Federal Grants
11. Responsible for Administering the Health Benefits Program for corporation employees
12. Responsible for Assisting with Payroll as needed
13. Prepares reports and/or information as needed by the Superintendent and/or the Board of Education
14. Leads annual budget preparation in consultation with the Superintendent and the budget consultant
15. Encumbers appropriations and completes certification of payment of all warrants
16. Accounts for all school funds on forms prescribed and approved by the State Board of Accounts
17. Completes reports on Indiana Gateway as prescribed
18. Prepares and publishes the annual financial report within the time frame as established by the laws of Indiana and the Acts of the State Board of Accounts
19. Complies and files reports with the Parke County Auditor, Indiana State Auditor, and the Indiana Department of Education as required
20. Arranges the investment of funds under the provisions of the laws of Indiana and the Acts of the State Board of Accounts
21. Maintains awareness and support of guidelines pertaining to the assignment as outlined in the Board Policies and Administrative Regulations
22. Maintains regular and reliable attendance
23. Serves as a positive role model for others
24. Performs other such tasks as assigned by the Superintendent