



NORTH VERMILLION COMMUNITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Corporation Treasurer

TYPE OF POSITION: (Classified At-Will) Executive Administrative Assistant

REPORTS TO: Superintendent

CONTRACT: 260 Days

RATE OF PAY: Starting pay at \$24.66 hourly. Increase with prior years of experience

BENEFITS: Health Insurance, LTD, 403B with 3% match, P.E.R.F.

\$50,000 Basic Life Insurance, Paid Leave Days

***Please submit cover letter and resume to:**

Brian Byrum - Superintendent

bbyrum@nvc.k12.in.us

Job Summary:

The School Corporation Treasurer serves as the chief financial officer of the school corporation and is responsible for safeguarding and managing all school corporation funds in accordance with Indiana law, State Board of Accounts requirements, Indiana Department of Education regulations, and School Board policies. The Treasurer oversees budgeting, accounting, payroll, investments, financial reporting, debt management, purchasing oversight, and cash management while ensuring transparency, fiscal integrity, and compliance with all applicable laws and regulations.

Essential Duties and Responsibilities:

Financial Management

- Serve as the custodian of all school corporation funds.
- Maintain complete and accurate financial records for all corporation funds.
- Oversee all accounting functions in accordance with Indiana law and State Board of Accounts requirements.
- Monitor revenues and expenditures to ensure fiscal responsibility.
- Manage cash flow to ensure sufficient operating funds.



- Oversee banking relationships and reconcile all financial accounts.
- Recommend investment strategies consistent with Indiana statutes and School Board policy.
- Monitor all grants and restricted funds to ensure compliance.

Budget Administration

- Assist the Superintendent in developing the annual school corporation budget.
- Prepare budget estimates, supporting documentation, and financial projections.
- Monitor departmental budgets throughout the fiscal year.
- Prepare budget transfer requests and additional appropriations as needed.
- Ensure expenditures remain within approved appropriations.
- Assist with long-range financial planning.

Payroll and Benefits

- Direct all payroll operations.
- Ensure payroll complies with federal and state tax regulations.
- Administer payroll deductions and retirement contributions.
- Coordinate reporting and payments to applicable agencies.
- Maintain payroll records and required documentation.

Financial Reporting

- Prepare monthly financial reports for the Superintendent and School Board.
- Prepare annual financial statements and required reports.
- Submit all required reports to the Indiana Department of Education, State Board of Accounts, Department of Local Government Finance, and other governmental agencies.
- Assist with annual audits and respond to auditor inquiries.
- Provide financial analysis to support administrative and board decision-making.

Purchasing and Accounts Payable

- Oversee accounts payable operations.
- Ensure purchases comply with Board policies and state purchasing laws.



- Review invoices for accuracy and proper authorization.
- Monitor purchase orders and contracts.
- Ensure timely payment of vendors.

Compliance

- Ensure compliance with:
 - Indiana Code
 - Indiana Department of Education requirements
 - State Board of Accounts Uniform Compliance Guidelines
 - Federal grant requirements
 - Governmental Accounting Standards Board (GASB) standards
 - School Board policies
- Maintain internal financial controls to safeguard corporation assets.
- Develop and recommend improvements to financial procedures.

Board Support

- Present financial reports and budget updates.
- Provide financial information for board decision-making.
- Assist in preparing financial agenda items.

Other Responsibilities

- Maintain confidentiality of financial and personnel information.
- Participate in professional development to remain current on Indiana school finance laws.
- Perform other duties assigned by the Superintendent.

Qualifications:

Education

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or related field preferred.



Experience

- Minimum of three to five years of governmental or school finance experience preferred.
- Experience with Indiana public school accounting preferred.
- Supervisory experience preferred.

Knowledge

- Indiana school finance laws and regulations.
- State Board of Accounts accounting requirements.
- Indiana Department of Education financial reporting.
- Governmental accounting principles.
- Budget development and financial forecasting.
- Payroll administration.
- Federal and state grant management.
- Internal financial controls.
- Microsoft Office applications.
- School financial software systems.

Skills

- Strong analytical and organizational skills.
- Excellent communication and interpersonal abilities.
- High level of accuracy and attention to detail.
- Ability to interpret financial data and prepare reports.
- Ability to meet strict deadlines.
- Ability to maintain confidentiality.

Physical Requirements:

- Ability to sit for extended periods.
- Frequent use of computers and standard office equipment.
- Occasional lifting of up to 25 pounds.



Evaluation:

Performance shall be evaluated annually by the Superintendent in accordance with School Board policy and established performance standards.

Preferred Certifications (Not Required):

- Certified Public Accountant (CPA)
- Certified Indiana Association of School Business Official (IASBO)
- Indiana Association of School Business Officials (IASBO) professional development participation