



CLARKSVILLE COMMUNITY SCHOOLS

Office of the Superintendent • 502 Little League Blvd. • Clarksville, IN 47129
(812) 282-7753 • FAX (812) 282-7754

Notice of Vacancy Corporation Treasurer

Minimum Qualifications/Requirements:

- Degree/Certification in accounting or related field.
- Experience in finance, accounting and budgeting desired.
- Knowledge of government accounting as well as state/federal laws relating to school budgeting and finance.
- Proficient in accounting/finance software management skills (Komputrol experience preferred).
- Effective communication skills

Purpose:

- The corporation treasurer shall be responsible for the district's business and financial transactions, food service, transportation, purchasing programs, procurement programs, and assists with internal auditing of school extra-curricular accounts. This individual assists the superintendent with budget development. This individual shall oversee personnel/payroll functions.

Essential Functions:

1. Ensure that the accounting procedures within the school system meet all federal, state and local requirements.
2. Develop all district financial reporting, including but not limited to, accounts payable, board reports, distribution of financial report to administrators and department managers and annual financial reports required by the state and federal agencies.
3. Oversee district audits and communicate findings to superintendent.
4. Oversee the collection of all revenues, monitor cash flow of all district funds, and consult with superintendent on investments in accordance with state and board policies.
5. Ensure that all student activity accounts operate in accordance with board policy and proper accounting procedures.
6. In collaboration with superintendent, develop, implement and oversee the annual district budget.
7. Maintain all local, state and federal grants.
8. Summarize, organize, analyze accounting information and make recommendations based on findings.
9. Can articulate complex legal and financial information to lay individuals.

10. Supervise the assessment management requirements per board policy and state requirements.
11. Acts as primary fiscal agent for the district's virtual schools.
12. Credible, ethical, clean financial history and ability to be bonded.
13. Accountable for submitting work on time and error free.
14. Ability to prioritize work related tasks.
15. Excellent work attendance history.
16. Ability to maintain confidentiality.
17. Ability to work as a team member in a fast-paced, multi-tasking environment.
18. Other responsibilities that may be assigned by superintendent. Other duties as assigned.

Salary/Benefits:

- Starting salary is \$65,200
- Contract days is 260
- See Statement of Benefits listed online at <https://www.clarksvilleschools.org/contracts-benefits/>

Application Process: Please send resume, application, cover letter and degree to Jennifer Bishop, Administration Assistant to the Superintendent and School Board of Trustees at jbishop@clarksvilleschools.org

Deadline to apply – Position Open until Filled

Date: August 15, 2024