

# Lyons Township School Treasurer Office

**JOB TITLE:** Senior Accountant

**REPORTS TO:** Lyons Township School Treasurer

**QUALIFICATIONS:** Bachelor's degree in accounting, CPA is a plus  
Prior experience with public finance and/or in an educational institution  
Utilize applicable technology to support performance responsibilities.  
Experience in financial reporting, budget and analysis, and financial auditing.

## **DUTIES AND RESPONSIBILITIES:**

### **General**

1. Communicate and collaborate effectively with others.
2. Clear communicator with the ability to interact with district staff & senior leaders.
3. Ensure confidentiality of sensitive information.
4. Advanced proficiency in Microsoft Excel
5. Utilize effective problem-solving and analytical processes.
6. Exhibit professionalism in appearance and demeanor.
7. Superior organizational skills, must be detail-oriented, and can multitask.
8. A mature professional with excellent judgment, interpersonal skills, and ability to work independently, as well as part of a team

### **Specific**

1. Provide high-level customer service, analysis, issue resolution, and support to member districts and business partners.
2. Report to the Township Treasurer regarding the Township district's financial status.
3. Drive continuous improvement of internal financial reporting and accounting practices
4. Work with staff and member districts to resolve accounting and general ledger issues.
5. Reconcile monthly bank statements and financial transactions.
6. Prepare any miscellaneous financial reports and worksheets deemed necessary.
7. Prepare detailed reports per request of the School Treasurer.
8. Assist in the development and implementation of financial procedures.
9. Prepare standard business correspondence.
10. Create and maintain databases, reports, and charts as required.
11. Keeps Township Treasurer informed by reviewing and analyzing special reports and summarizing information.
12. Provide annual TTO audit support.
13. Assist in the preparation of state and federal report filings.
14. Compliance with federal, state, and local legal requirements by studying existing and new legislation.
15. Ensure compliance with the Lyons Township Trustees of Schools Investment Policy.
16. Prepare, post, and review monthly journal entries and adjustments.
17. Accept other duties as assigned.

## **EVALUATION:**

Performance in this position will be evaluated annually in accordance with the provisions of the TTO's applicable policies.

## **TERMS OF EMPLOYMENT:**

Salary as established by the Township School Trustees. (At-will employee.)