

Lyons Township School Treasurer Office

- JOB TITLE:** Staff Accountant
- JOB GOAL:** To provide support in the areas of accounting, reporting, and business operations.
- REPORTS TO:** School Treasurer, Director of Finance and Operations, and Board of Trustees
- QUALIFICATIONS:** Bachelor's degree in accounting or a related field
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. Ensure confidentiality of sensitive information.
3. Utilize effective problem solving processes.
4. Exhibit professionalism in appearance and demeanor.
5. Ensure the accuracy and thoroughness of all accounting and fiscal practices.
6. Ability to plan, organize, and oversee procedures for financial operations.

Specific

1. Report to management regarding the Township district financial status.
2. Recommends financial actions by analyzing accounting options.
3. Assist with reconciling monthly bank statements and financial transactions.
4. Prepare any miscellaneous financial reports and worksheets deemed necessary.
5. Prepare detailed reports per request of the School Treasurer.
6. Assist in development and implementation of financial procedures.
7. Prepare standard business correspondence.
8. Create and maintain databases, reports, and charts as required.
9. Keeps Township Treasurer informed by reviewing and analyzing special reports and summarizing information.
10. Provide annual TTO audit support.
11. Assist in the preparation of state and federal report filings.
12. Advise management about issues such as resource utilization and financial reporting.
13. Complies with federal, state, and local legal requirements by studying existing and new legislation.
14. Assist the Treasurer with Pro-Rata for all participating school districts.
15. Maintain third party contract master files.
16. Other tasks as assigned by the School Treasurer.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

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

TERMS OF EMPLOYMENT:

Salary, work hours/days (Monday-Friday, 8:00AM to 4:30PM) as established by the Board of Trustees. (At-will employee.)