

VACANCY POSTING

POSITION: Assistant to the Treasurer/EMIS (Education Management Information System) Coordinator

WHERE: Lincolnview Local School District

WHEN: Immediate Opening

HOURS: 7.5 hours per day (8:00 am to 4:00 pm) – 260 days a year

BENEFITS: Vacation Days, Personal Days, Sick Days, Paid Holidays, Eligible for Medical & Dental Insurance, Membership in School Employees Retirement System.

SALARY: Per hourly rate salary schedule

PRIMARY CONTACT: Kaitlyn Edelbrock; kedelbrock@lvlanders.com

DEADLINE FOR APPLICATIONS: October 30, 2024

Minimum Qualifications:

- High School Diploma or an Associate's or Bachelor's Degree in a relevant field is preferred.
- Accounting skills and ability to compute mathematical data accurately
- Experience with governmental fiscal/EMIS operating procedures is desirable
- Proficient in oral and written communication skills
- Proficient in Microsoft Office Excel
- Must have strong analytical ability
- Must have the ability to manage multiple projects and deadlines
- Proficient in office protocol and the use of information technology systems
- Strong organizational, planning and project management skills

Responsibilities and Essential Functions:

- Performs administrative support duties
- Takes the initiative to perform routine tasks independently
- High level of customer service and ability to work with district departments
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records
- Attend meetings & training which are designed to provide guidance to the position
- Always maintains confidentiality and respect for confidential information, including but not limited to HIPPA (Health Insurance Portability and Accountability Act), FMLA (Family and Medical Leave Act), ADA (American with Disabilities Act), FERPA (Family Educational Rights and Privacy Act), per law and policy
- Perform other duties as assigned by the Treasurer or Superintendent or their designee
- Assists other staff when needed or requested
- Must complete successful federal background checks

Assistant to the Treasurer Responsibilities

- Create purchase orders in USAS (Uniform School Accounting System) software from requisitions from staff.
- Submit orders from Purchase orders that have been marked for Treasurer's Office orders.
- Match invoices to purchase orders, confirm receipt of items with staff and prepare for payment.

- Follow-up and resolve any outstanding invoices or statements regularly to prevent delinquent payments.
- Help treasurer with year end budgetary processes, including 1099's
- Maintain all records for student activity fundraisers and clubs, including but not limited to: prepare an activity packet for advisors, monitor and review budget and purpose forms, process project activity forms in connection with fundraisers, process monthly reports and distribute to advisors
- Match up pay-in forms with bank deposit slips, enter and post receipts
- Assist the Treasurer with the coordination of the state audit and GAAP (Generally Accepted Accounting Principles) conversion with district staff and external auditors

EMIS Coordinator Responsibilities

- Assure the timely, accurate submission of the district's staff and student EMIS data for state reporting. Review, verify and correct data collected and submitted for EMIS
- Develop, implement and maintain a system for accurate student information collection, entry, maintenance and reporting
- Train district staff as required to perform student information collection, entry, maintenance and reporting. Work with appropriate district staff to monitor data to ensure consistency and accuracy
- Submit required data to DEW for all reporting periods
- Maintain records for filing district Tuition, Open Enrollment, Court Ordered, Special Education, College Credit Plus and other reports as required by Ohio Department of Education and Workforce
- Consult with outside vendors as applicable to ensure best practices are used in EMIS reporting functions
- Will be required to research state reporting EMIS questions, investigate data idiosyncrasies, communicate EMIS changes and data "best practices" with various staff within the district in a timely, proactive, and professional manner
- Must have the ability to comprehend and apply data reporting rules for local, state and federal reporting, troubleshoot data error solutions and learn new software and new reporting rules
- Must be flexible, adaptable, and willing to understand that EMIS will change as legislature and laws change

Interested applicants need to submit a letter of interest, resume, two letters of reference, and classified application for employment (see Lincolnview Local Schools website), and any other pertinent materials that may be applicable to:

Kaitlyn Edelbrock, Treasurer
 Lincolnview Local Schools
 15945 Middle Point Road
 Van Wert, Ohio 45891
kedelbrock@lvlanders.com

This institution is an equal opportunity provider.