

The Lucas Local School District, located in southeastern Richland County, is accepting applications for the position of Treasurer / CFO for the District. The current Treasurer will be retiring on June 1, 2021.

The 2020-2021 enrollment for the school is 510 students in grades K-12 on a single campus in multiple buildings. Fiscal Year 2021 appropriations for the General Fund are \$7.25M and total funds of \$9.83M.

This full-time position is unique in that only one person, the Treasurer / CFO, performs all of the financial functions of the District. This includes, but is not limited to:

1. All Treasurer functions as defined in Ohio Revised Code and Board Policies such as:
  - a. Forecasting
  - b. Budgeting
  - c. Appropriations
  - d. Grants Management
  - e. Fiscal Reporting to ODE
  - f. OSHA Reporting
  - g. Manage Worker's Compensation
  - h. Participate in Negotiations
  - i. Manage the Districts insurances (health, property/liability)
2. Processes biweekly payroll for an average of 100 employees (includes regular employees, substitutes, and supplemental positions)
  - a. This includes managing the electronic time clock system
  - b. Submitting all payroll related reports, withholding payments, staff EMIS reporting
  - c. ACA Reporting and Submissions
  - d. Salary Notices, Contracts
3. Processes purchase orders, invoices, voucher/check payments, electronic payments, reconciliation of bank accounts
4. Processes additions and disposals in the fixed asset inventory system
5. Preparing monthly & annual financial reports for the Board

The Board intends on reviewing applications during their October 6, 2020 meeting and holding interviews possibly at the November 3, 2020 meeting. Employment starting date and compensation will be negotiated with the applicant. The Board desires to allow for overlapping service with the current Treasurer / CFO during the second quarter of 2021.

Please submit your letter of interest indicating why you would like to become a Lucas Cub and a resume that includes your Ohio Credential ID for your Treasurer's license. The deadline is October 1, 2020 and please send to Mr. Brad Herman, Superintendent at [Herman.Brad@LucasCubs.org](mailto:Herman.Brad@LucasCubs.org).