SOUTH DEARBORN COMMUNITY SCHOOL CORPORATION

DEPUTY TREASURER

TITLE: Deputy Treasurer

QUALIFICATIONS:
1. Degree in Accounting, Finance, or related field preferred
2. 3-5 years of general accounting work experience
3. Proficient in accounting/finance software (Skyward experience preferred)
4. Experience in a public school system is preferred

REPORTS TO: Business Manager

JOB GOAL: To ensure smooth and efficient operation of the corporation's Business Office

PERFORMANCE RESPONSIBILITIES:

1. Processes claims, receipts, checks, and purchase orders.
2. Processes vendor 1099's on an annual basis.
3. Assists with maintenance of the General Ledger.
4. Reconciles bank accounts.
5. Assists with school corporation audits.
6. Provides support for Payroll/Human Resources.
7. Provides support for Food Services – enters deposits and sales. receipts, yearly roll over, run year-end reports, etc.
8. Assists with answering incoming calls as needed.
9. Other duties as assigned.