

## Dr. Jackielyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson Ms. Elisa Correa-Soto Dr. Shannon O'Grady

Mr. Christopher Bayer Ms. Mary Ellen Leimer

TBD

Ms. Kimberly Rohring Dr. Natasha Freeman-Mack **Deputy Superintendent** 

Asst. Superintendent, Secondary Curriculum & Instruction Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, Exceptional Learners

Interim Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer Asst. Superintendent, Finance/Chief Financial Officer

> This posting will close at 4 PM on Wednesday, December 4, 2024

> > \*Not holding to the 10 days\*

Asst. Superintendent, Chief Equity Officer

DATE:

November 27, 2024

MEMO:

TO ALL SCHOOLS - PLEASE POST

FROM:

Mary Ellen Leime Interim Assistant Superintendent for Human Resources

RE:

Internal Posting - Stipend Position-Deputy Treasurer Stipend - 24-25 SY

## Only personnel in the Finance Division are eligible to apply.

At the present time the District has the following anticipated vacancies:

Posting Name	# Positions	Requirements	Job Duties
DTRE-STIP		Bachelor's degree in Accounting or Business; OR (B) Associate's degree in Accounting or Business, plus at least two years of general ledger experience; OR (C) Any satisfactory equivalent combination of the above education and experience.	1) Prepare journal entries throughout the fiscal year 2) Complete monthly bank reconciliations 3) Initiate wire transfers 4) Review online bank accounts to ensure deposits are being accurately recorded and there is no unanticipated activity 5) Assist in verifying sales tax information; File quarterly sales tax return if needed in the absence of the Treasurer 6) Enter cash receipts 7) Prepare budget transfers if needed in the absence of the Treasurer 8) Review and process stale dated checks at least twice per year 9) Assist in monitoring district cash flow 10) May be asked to prepare budget transfers by the Assistant Superintendent for Finance 11) Authorized to sign checks in the Treasurer's absence

Funding Source: General Fund

Internal candidates must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

PLEASE DO NOT E-MAIL directly to Ms. Leimer.

Paper applications will not be accepted. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL: sb