

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Treasurer/Assistant Business Manager

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Business Manager

**LOCATION:** Administration Building

**POSITION GOAL:**

Manage the daily financial operations of the school district; provide continuous supervision of the Business Office staff; and develop and implement procedures for the efficient and effective operation of the Business Office.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide direct and indirect supervision over all Business Office employees, including the Payroll Supervisor, Personnel / Benefits Supervisor, Assistant Personnel / Benefits Supervisor, Accounts Payable Associate, Purchasing/Bidding Associate, Accounts Receivable/Homestead Associate, Payroll Associate, Human Resource Associate, Accounting Manager, and Finance Manager.
2. Establish, modify and document accounting control procedures; coordinate implementation and provide employee training.
3. Supervise all financial procedures for administering the tax administration and collection, fund accounting, student activity funds and financial reporting.
4. Provide technical expertise in budgetary accounting and fiscal management to administrators of all District departments and cost centers.
5. Supervise cash management of the district funds, including cash flow analysis, placement of investments, and maintenance of investment records, and supervise reconciliation of all district bank accounts.
6. Supervise all capital project fund accounting, including accounting for all District bond issues, as well as payment/amortization schedules.
7. Prepare interim financial reports for all funds of the school district and the Hazleton Area Education Foundation.
8. Act as school district liaison with local, state and federal auditors.
9. Assist in the supervision of the payroll function, including completion of state and federal reports, accounting procedures, and the reconciliation of payroll and benefits data. Responsible for creating and sending payroll ACH file to bank. Responsible for sending all required payroll reports to the respective state agencies including the quarterly unemployment compensation statement, Local Services Tax report and Earned Income Tax report.
10. Assist with collective bargaining and contract negotiations with all employee groups as well as costing out of proposals as requested.
11. Supervise all necessary documentation to secure state reimbursements, including but not limited to child accounting, School Health Annual Reimbursement Request System (SHARRS), Public Utility Realty Tax Act (PURTA) and School Construction Projects.
12. Supervise the processing of all child accounting outplacement invoices.
13. Responsible for the supervising and administering of the automated time clock management system and coordinate bi-weekly department employee transmissions.

14. Liaison with the financial management software vendor.
15. Act as Public Records Official for the district.
16. Supervise preparation of all state and federal financial and informational reports, including preparation of AFR and budget documents.
17. Assist in the development and evaluation of system technology applicable to financial management and record keeping, reporting and research, including use of computer software applications to develop information necessary for management decision-making and preparation of annual budget document and AFR.
18. Perform all duties as Board Treasurer as set forth in the Public School Code of 1949.
19. Assist in performing employee evaluations on all business office staff. Assure that employees are cross-trained within the Business Office. Maintain up-to-date and accurate job descriptions for all Business Office employees.
20. Review any revisions to business office procedure manuals submitted during evaluation process.
21. Regular attendance is an essential function of this position.
22. Maintains standard operating procedures manual and submits needed revisions to supervisor on an annual basis at time of evaluation.
23. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

#### **QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Master's Degree in Business Administration (MBA) in finance or Certified Public Accountant (CPA).
2. Effective interpersonal skills with the ability to interface effectively with other administrators, teachers, parents, students, governing board members, support staff, colleagues, and outside professional contacts.
3. Ability to prepare the Financial Statements including the notes.
4. Ability to read, analyze and interpret business periodicals, professional journals, technical procedures or government regulations; and to write reports, business correspondence and procedure manuals.
5. Strong accounting skills, including the ability to apply advanced mathematical concepts and to utilize current technology to produce financial analyses and reports.
6. Strong working knowledge of Excel, competent with word processing, spreadsheet, database applications, internet navigation and email.
7. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
8. The person, while performing in this position, will be required to:
  - a. Use hands to finger, handle or feel objects, tools or controls, and to talk and hear;
  - b. Sit, stand, walk, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds; and
  - e. Possess effective judgment, communication, mathematical, planning and human relations skills; and will be required to work under periods of stress due to the level of position responsibility.

**TERMS OF EMPLOYMENT:**

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Agreement for Employment of Assistant Business Manager, dated August 17, 2017 and its amendment, dated March 10, 2022, H.A.E.A. and/or the H.A.A.S.A. benefit packages.

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

The Hazleton Area School District is an equal  
opportunity employment, educational and service organization.