



Cincinnati Public Schools ★
TREASURER

Core Service: Financial Reporting & Analysis

- Develop district's Five-Year Forecast
- Publish monthly financial statements
- Produce annual tax budget
- Publish Comprehensive Annual Financial vendor Report
- Submit financial reporting to Ohio's EMIS (Education Management Information System)
- Publish fixed asset reporting
- Process debt management and payments

Core Service: Payroll

- Post time and attendance
- Run payroll checks
- Process individual deductions - W4 forms
- Process tax and garnishment payments
- File payroll tax returns and W2 forms

Core Service: Accounts Receivable

- Post revenues
- Reconcile revenue to bank statements
- Bill for Payment in Lieu of Taxes Agreements
- Deposit checks and cash received
- Manage collection of student fees

Core Service: Financial Technology

- Administer financial software system
- Administer financial dashboard
- Administer time-reporting software

Core Service: Accounts Payable

- Enter vendor invoices received
- Pay vendors
- Reconcile PNC credit cards and statements

Core Service: Budget, Accounting, Grants

- Support and analyze school and department budgets
- Manage position control
- Process budget transfers
- Monitor grant compliance
- Manage state and federal financial reporting