OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

POSITION OPENING: Treasurer, District Athletic Board
(Part-time for Southwest District)

Application Deadline: September 1, 2020

POSITION OVERVIEW
The District Athletic Board Treasurer is employed by the Association to manage the financial and budgetary activities of the District Athletic Board (DAB) maintaining bank accounts, managing cash flow, ensuring compliance with Association rules and regulations, and providing accurate and timely financial reports to the Controller. Operationally, the DAB treasurer reports to the OHSAA Controller but must work effectively with the DAB to which they are assigned.

OHSAA OVERVIEW
Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 816 high schools and nearly 760 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 26 sanctioned sports (13 for boys and 13 for girls). Schools voluntarily become members of the OHSAA.

The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSAA currently collects no membership dues and receives no tax money. The Association operates a $19 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSAA’s mission statement is “To serve our member schools and enrich interscholastic opportunities for students.” Its motto of “Respect the Game” places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

The Association employs a staff of approximately 25 full-time employees at its office in Columbus and dozens of tournament and temporary workers statewide. The OHSAA is organized into six geographic regions called athletic districts. Each nine-member District Athletic Board assists the OHSAA in conducting sectional and district tournaments and employs a treasurer and secretary to handle administrative and financial responsibilities. The OHSAA Board of Directors is made up of nine (9) voting members representing the Districts and two (2) ex-officio members who meet monthly in Columbus.

Candidates are encouraged to review the OHSAA website (www.ohsaa.org) for more information.

PRIMARY RESPONSIBILITIES
The DAB Treasurer serves OHSAA member schools through these responsibilities:

- Prepare financial transactions for district board in a timely manner
  - Keep accurate records of all transactions using appropriate accounting procedures, legal requirements and association policies and procedures
  - Retain accounting records, including but not limited to, invoices, purchase orders, vouchers, cancelled checks, bank statements, etc. in accordance with the adopted records retention policy of the organization. Serve as records custodian for all financial records.
  - Make authorized and approved payments on behalf of the association
o Ensure only budgeted and approved expenditures are incurred and paid. Any exceptions must be approved by the Controller.
o Deposit all association funds into the association’s bank accounts
o Maintain financial records for all payments, including those of independent contractors
o Ensure a full-time member of the Finance and Accounting staff is a signatory to all financial instruments and accounts
o Timely and accurately record accounting transactions in the OHSAA accounting software in compliance with adopted processes and procedures or direction from the Controller
o Adopt new financial policies and procedures as adopted by the OHSAA, under the direction of the Controller
o Respond timely to financial requests from the COO, Controller, or DAB

 Prepare and explain financial reporting in a timely manner
o Prepare financial reports for the COO, Controller and district board, as directed, and review information as necessary with COO, Controller and district board. Financial reports to the district board must be reviewed and approved by the Controller prior to a district board meeting
o Work collaboratively with the Controller and Finance and Accounting staff
o Prepare and submit preliminary district budgets and present to Controller, district board, and COO for review and approval

 Assist in conducting Sectional and District tournaments in all sports
o Review and approve financial reports for each sectional and district tournament site
o Work collaboratively with other district treasurers for combined sectional and district tournament finances
o Ensure proper ticket accountability controls are maintained, including but not limited to, distribution and reconciliation to reported amounts from the tournament venue
o Support online ticketing initiatives and maintain proper accounting for sales, refunds, fees, etc.

 Work with independent auditors and Controller to assist in the financial audit of the Association
Work with the secretary to issue and collect tournament site agreements using the approved OHSAA agreement. Review all financial arrangements to make sure OHSAA guidelines are being followed and seek explanation from the host site for any expense that seems extraordinary. Retain a copy of the agreement as signed by both the secretary and treasurer.

 Attend all DAB meetings and attend OHSAA meetings and trainings as requested
Implement elements of the strategic plan that relate to the position and ensure successful completion
Other duties as assigned

QUALIFICATIONS, SKILLS AND CHARACTERISTICS
• Prior job-related accounting experience
• Understanding of GAAP
• Understanding of accrual-basis accounting
• Experience preparing annual and monthly budgets
• High degree of comfort in interpreting data and generating data from third-party partners (banking, investments, ticketing platforms, etc.)
• Proficiency in conducting business transactions online
• Support month-end and year-end close processes
• Experience with general ledger functions and the month-end/year end close processes
• Excellent accounting software user and administration skills
• Accuracy and attention to detail
• Aptitude for numbers and quantitative skills
• Ability to listen, collect information and process appropriately
• Ability to work independently
• Ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language
• Ability to meet and exceed established deadlines and respond in timely manner to inquiries
• Ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, the public and others involved with our Association
• Maintain professionalism and a consistent and positive customer service image when interacting with members, vendors, business associates and co-workers
• Proficient in utilizing Microsoft technology including: Microsoft Word, Microsoft Excel, Microsoft Teams, Microsoft PowerPoint
• Preferred experience utilizing Microsoft Dynamics SL
• Understanding of and compliance with Association policies and procedures including safety procedures
• Reside in the state of Ohio full-time
• Regular local travel and occasional statewide travel; Valid driver’s license required
• Shall not be a district athletic board member

Note: Background check required

EMPLOYMENT BENEFITS
• This is a part-time, salaried position and is not eligible for Association benefits.

APPLICATION PROCESS
Submit the following materials as one (1) PDF file to SWDAB-job@ohsaa.org:
• Letter of interest
• Resume
• One-page (1) (maximum) description of the top three (3) reasons you should be selected including examples of your successful performance in areas critical to this position
• List of four (4) professional references with complete contact information

No contact other than application materials described above will be accepted.

TIMELINE
• Complete application materials must be received via email by September 1, 2020, to be considered.
• Preferred starting date is no later than October 1.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, gender, sexual orientation, gender identity, ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.