

POSITION	Credit Card Program Compliance Officer
LOCATION	Butler Tech Central Office
GENERAL DESCRIPTION	<p>The Credit Card Program Compliance Officer will serve as the Treasurer's representative and monitors the use of district purchasing cards to ensure adherence to policy, regulation, and internal procedures. Key responsibilities include performing audits, tracking transactions for misuse or fraud, managing cardholder accounts (including suspending or canceling cards), and providing training to cardholders. This position also contributes to the general management and monitoring of the District's financial programs, including purchase order processing.</p>

QUALIFICATIONS:

To be qualified for this position, applicants must possess:

- High school diploma;
- Associate degree or higher in Accounting or Business area preferred;
- Prior school district finance office experience preferred;
- Demonstrated ability to perform general duties of the Treasurer's office;
- Knowledge of accounting principles;
- Working knowledge of Uniform School Accounting System Redesign software (USAS-R) preferred;
- Computer expertise appropriate to the position;
- Willingness/ability to work as a team member;
- Extremely detail oriented;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

STARTING DATE	As Soon as Possible
SALARY	\$56,335 – 73,357 with placement based on education and experience
BENEFITS	Includes medical, dental, vision, life insurance; tuition reimbursement
WORK YEAR	260 days/year, 8 hours/day
DEADLINE	Until Filled
APPLY TO	Butler Tech Careers