

## Qualifications and Duties of the Treasurer

<b>Title:</b>	Treasurer
<b>Department:</b>	Administration
<b>Building/Facility:</b>	Central Office
<b>Reports to:</b>	Board of Education
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Exempt

**General Description:** Serve as the District's chief financial officer; assume responsibility for receipt, safekeeping, and disbursement of all District funds; direct and manage all financial accounting programs and systems.

### Essential Functions:

1. Attend all Board meetings
2. Record proceedings of Board meetings
3. Prepare annual budget and appropriations resolution with assistance of the Superintendent
4. Receive, deposit and account for all school funds of the District
5. Adhere to purchase order system with purchase order to be approved by the Treasurer only on a "funds available" basis
6. Render monthly statement to the Board and, as needed, to the Superintendent
7. Sign all checks in accordance with law
8. Make available to members of the Board or administration all papers and documents entrusted to the Treasurer for filing for public inspection whenever necessary and as prescribed by law
9. Keep on record for the Board's information a complete listing of all insurance policies and premiums on all District properties
10. Complete and file at proper times all forms, reports, papers and other requirements as prescribed by the Auditor of State, Ohio Department of Education, or other state or local agencies
11. Prepare and maintain on file all employee contracts
12. Receive all moneys belonging to the District, including payment of taxes from county treasurer
13. Assist in decisions concerning investment of idle District funds
14. Prepare and submit monthly report on the District's fiscal status
15. Render full annual report at the end of each fiscal year
16. Pay out District moneys on written order of designated Board officials
17. Supervise staff members of the Treasurer's office
18. Maintain filing system for Board business and transactions
19. Handle communications and correspondence for the Board
20. Prepare salary notices
21. Maintain record of retirement contributions
22. Prepare all purchase orders
23. Certify all purchase orders and requisitions for supplies and services
24. Maintain complete and systematic set of financial records
25. Record all sick leave, personal leave and vacation leave for all employees
26. Prepare advertisement of all legal notices concerning Board business
27. Prepare long-range financial projections with the Superintendent for the Board
28. Act as financial resource person for the Board's negotiating team and at all public meetings
29. Provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
30. Prepare necessary paperwork for operating levies and bond issues
31. Make contacts with the public with tact and diplomacy
32. Maintain respect at all times for confidential information, e.g., personnel information
33. Interact in positive manner with staff, students and parents
34. Promote good public relations by personal appearance, attitude and conversation
35. Attend meetings and in-services as required

### Other Duties and Responsibilities:

1. Evaluate staff members of the Treasurer's office

2. Prepare and issue written notice of intention not to re-employ certified and classified staff
3. Respond to routine questions and requests in appropriate manner
4. Cooperate with the Superintendent in development and implementation of administrative and Board policies
5. Attend meetings and conferences designed to enhance professional qualifications
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. Instill in students belief in and practice of ethical principles and democratic values
8. Perform other duties as assigned

**Qualifications:**

1. State of Ohio Treasurer's license
2. Degree in accounting, business management or related field from accredited college or university
3. Formal training/experience in accounting and fiscal procedures
4. Alternatives to above qualifications as the Board may find appropriate

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of accounting principles, financial statements and investments
2. Ability to research, comprehend and interpret applicable laws
3. Knowledge of accounting software
4. Organizational and problem-solving skills
5. Ability to work effectively with others
6. Ability to communicate ideas and directives clearly and effectively, both orally and in writing
7. Effective, active listening skills
8. Records management skills
9. Experience in payroll and accounts payable procedures

**Equipment Operated:**

1. Computer/printer
2. Calculator
3. Copy machine
4. Fax machine
5. Telephone

**Additional Working Conditions:**

1. Occasional travel
2. Occasional evening and/or weekend work
3. Requirement to lift, carry, push and pull various items
4. Repetitive hand motion
5. Occasional exposure to blood, bodily fluids and tissue
6. Occasional interaction among unruly children
7. Regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel and stoop

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.