

**HUBER HEIGHTS CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Treasurer

QUALIFICATIONS:

1. As set by the Ohio School Board of Education
2. Such qualifications as may be specified by the Huber Heights City School District Board of Education.
3. Possess necessary skills as attached.

REPORTS TO: School Board

SUPERVISES: Treasurer's office employees.

POSITION GOAL: The Treasurer is the chief fiscal officer of the Huber Heights City School District and, as such, is vested with many statutory duties and powers, including income projections, expenditures, and reporting of all financial affairs.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the development of monthly and annual financial reports, and signs all official documents and warrants.
2. Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
3. Is responsible for the receipt and expenditure of school district funds including the certification of funds in all purchases, management of cash flow, and signing of all notes and bonds.
4. Assists the administrative staff in preparing and implementing the school budget and appropriations.
5. Provides monthly accounting of all income and expenditures including general, bond retirement, cafeteria, uniform supplies, federal programs, auxiliary services and building funds.
6. Prepares and analyzes all financial statements.
7. Reconciles all bank accounts maintained by the Board.
8. Maintains a continuous internal auditing program for all funds.
9. Authorizes the expenditure of monies upon receipt of properly documented invoices.
10. Maintains general revenue and appropriations on an encumbrance basis.

11. Serves as clerk-custodian for all student activity accounts and prepares monthly reports.
12. Assists the Superintendent in the projection of revenue and expenditures.
13. Is responsible for the processing of the payroll for all employees.
14. Prepares and administers the departmental budgets.
15. Attends all meetings of the Board of Education and records accurately the minutes of those meetings.
16. Establishes and supervises a program of accounting and reporting for the financial affairs of the district.
17. Opens and reads publicly all bids received by the Board of Education.
18. Serves as a resource person for the negotiating committee.
19. Maintains the official records of sick leave and other types of employee absence reports.
20. Works cooperatively with the personnel department with regards to employee fringe benefit programs and payment.
21. Performs all related duties as required by the Ohio Revised Code and other job related duties as required by the Board of Education.

EVALUATION: Board of Education of Huber Heights City School District

TERMS OF EMPLOYMENT: Per contract conditions established with School Board

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.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date