

QUALIFICATIONS AND DUTIES OF TREASURER  
(Job Description)

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports to: Board of Education

Employment Status: Regular/Full-time

FLSA Status: 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 Superintendent
4. receive, deposit and account for all school funds of District
5. adhere to purchase order system with purchase order to be approved by Treasurer only on a "funds available" basis
6. render monthly statement to the Board and, as needed, 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, Department of Education, or other state or local agencies
11. prepare, sign and maintain on file all employee contracts
12. maintain certified and classified personnel records including, sick, vacation, and personal leave records
13. ensure payroll is processed bi-monthly
14. receive all moneys belonging to the District, including payment of taxes from county treasurer
15. assist in decisions concerning investment of idle District funds
16. prepare and submit monthly report on the District's fiscal status
17. pay out District moneys on written order of designated Board officials
18. supervise staff members of the Treasurer's office
19. maintain filing system for Board business and transactions

20. handle communications and correspondence for the Board
21. prepare salary notices
22. maintain record of retirement contributions
23. prepare all purchase orders
24. certify all purchase orders and requisitions for supplies and services
25. maintain complete and systematic set of financial records
26. prepare necessary paperwork for operating levies and bond issues
27. maintain a system of control for inventories of equipment for fixed assets records, as well as records of consumables
28. prepare advertisement of all legal notices concerning Board business
29. prepare long-range financial projections with the Superintendent for the Board
30. act as the financial resource person for the Board's negotiating team and at all public meetings
31. 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
32. prepare necessary paperwork for operating levies and bond issues
33. make contacts with public with tact and diplomacy
34. maintain respect at all times for confidential information, e.g., personnel information
35. interact in a positive manner with staff, students, parents, and community members
36. promote good public relations by personal appearance, attitude, and conversation
37. attend meetings and in-services as required
38. responsible for developing and recommending for adoption a student activity handbook and a purchasing procedure manual

Other Duties and Responsibilities:

1. cooperate with Superintendent in the development and implementation of administrative and Board policies
2. attend meetings and conferences designed to enhance professional qualifications
3. evaluate staff members of the Treasurer's office
4. respond to routine questions and requests in an appropriate manner
5. obtain and file teaching certificates/licenses
6. prepare and issue written notice of intention not to re-employ professional and classified staff
7. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
8. instill in students belief in and practice of ethical principles and democratic values
9. perform other duties as assigned

Qualifications:

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

Required Knowledge, Skills, and Abilities:

1. organizational and problem-solving skills
2. ability to work effectively with others
3. ability to communicate ideas and directives clearly and effectively, both orally and in writing
4. effective, active listening skills
5. knowledge of accounting principles, financial statements and investment procedures
6. ability to research, comprehend and interpret applicable laws
7. knowledge of accounting software
8. records management skills
9. experience in payroll and accounts payable procedure

Equipment Operated:

1. calculator
2. computer/printer/computer programs
3. copier/fax machine
4. postage meter/scale
5. telephone

Additional Working Conditions:

1. occasional travel
2. occasional evening and/or weekend work
3. repetitive hand action, e.g., computer keyboard, calculator, adding machine, typewriter
4. occasional exposure to blood, bodily fluids and tissue

- 5. occasional interaction among unruly children
- 6. requirement to lift, carry, push and pull various items
- 7. regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel

**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.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
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.

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Date

Adoption date: February 16, 2010

LEGAL REFS.: ORC 131.18  
3301.074  
3311.19  
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.34;  
3313.51  
5705.41; 5705.412; 5705.45

CROSS REFS.: BCCA, Incapacity of the Treasurer  
BCCB, Evaluation of the Treasurer (Also AFBA)  
BCCC, Treasurer's Contract  
BCCD, Board – Treasurer Relationship  
BDDG, Minutes  
DFA, Revenues from Investments  
DH, Bonded Employees and Officers