

QUALIFICATIONS AND DUTIES OF THE TREASURER/CFO

Title: Treasurer/CFO

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 the 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. adhere to purchase order system with purchase order to be approved by the Treasurer only on a "funds available" basis
5. sign all checks in accordance with law
6. make available to members of the Board and to the administration all papers and documents entrusted to the Treasurer for filing as well as to have them available for public inspection whenever necessary, and as prescribed by law
8. 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
9. receive, deposit and account for all moneys belonging to the District,
10. invest District funds
11. prepare and submit a monthly statement to the Board on the District's fiscal status
12. render a full annual report at the end of each fiscal year
13. pay out District moneys on written order of designated officials of the Board
14. supervise staff members of the Treasurer's office
15. handle communications and correspondence for the Board
16. prepare salary notices
17. maintain record of retirement contributions
18. prepare all purchase orders
19. certify all purchase orders and requisitions for supplies and services
20. maintain complete and systematic set of financial records

21. record all sick leave, personal leave and vacation leave for all employees
22. prepare advertisement of all legal notices concerning Board business
23. prepare long-range financial projections with the Superintendent for the Board
24. act as financial resource person for the Board's negotiating team and at all public meetings
25. provide and counsel staff members in the areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
26. prepare necessary paperwork for operating levies and bond issues
28. maintain respect at all times for confidential information, e.g., personnel information
29. promote good public relations by personal appearance, attitude and conversation
30. 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 certificated and classified staff
3. respond to routine questions and requests in an appropriate manner
4. cooperate with the Superintendent in the development and implementation of administrative and Board policies
5. attend meetings and conferences designed to enhance professional qualifications
6. serve as a role model in the belief and practice of ethical principles and democratic values
7. become an active member in the community
8. perform other duties as assigned

Qualifications:

1. State of Ohio treasurer's license
2. degree in accounting, business management or a related field from an accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternative to the 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
10. Ability to operate any and all equipment needed to perform duties and responsibilities

Additional Working Conditions:

1. that includes, but not limited to, occasional travel, evenings and weekends, and the ability to physically and mentally perform the required duties and responsibilities

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

[Adoption date: August 14, 2001]

[Re-adoption date: January 22, 2007]

[Re-adoption date: May 11, 2015]

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.34; 3313.51
3319.03; 3319.04
5705.41; 5705.412; 5705.42; 5705.45

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