

SAMPLE BOARD OF EDUCATION JOB DESCRIPTION

Position:	Treasurer
Reports to:	Board of Education
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Serve as the District's chief fiscal officer; assume responsibility for the receipt, safekeeping and disbursement of all district funds; and direct and manage all financial accounting programs and systems.

Job Goals:

To Administer the school district's fiscal affairs so as to provide the best possible educational services with the financial resources available and in accordance with statutory responsibilities.

Essential Functions:

- Serve as Treasurer for all district funds
- Responsible for the receipts, safekeeping, and disbursement of all district funds
- Supervise the collection, safekeeping, and distribution of all funds
- Responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of district funds
- Prepare and analyze all financial statements
- Prepare and submit a monthly financial accounting (as the Board may request or require) of all district funds (assets)
- Furnish appropriate fiscal certificates as required by Ohio law
- Direct and manage an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions as specified by Ohio law and/or Board policy
- Prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
- Cooperate with the Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board and the five year forecast
- Act as secretary of the Board
- Attend all meetings of the Board (unless properly excused by the Board)
- Record Board proceedings in the minutes and attest president's signature after Board approval; open, read and enter all bids in the minutes
- Execute conveyances of the Board
- Serve as a member of the district's records commission (together with the Superintendent and Board President)
- Maintain respect at all times for confidential information, e.g., personnel information and payroll records
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as spokesperson on fiscal matters
- Make a full and complete itemized report of the finances of the district at the close of each fiscal year
- Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated account

- Supervise the preparation of studies establishing, appraising and/or improving financial procedures and internal controls including possible cost savings from shared services
- Cooperate with the Superintendent in preparing prospectus for bond sales
- Act as an integral part of the Board's negotiating teams including preparation of cost estimates for proposed items
- Work closely and cooperatively with auditors
- Compile and preserve all official records and reports of the Board and respond to all public record request
- Conduct auctions of Board real and personal property
- Supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
- Provide the Board with recommendations on strategies or procedures that improve the efficiency of the district
- Perform other duties as assigned by the Board of Education

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Minimum of two years of related experience
- Appropriate State of Ohio certification/license
- Such alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge and ability to operate accounting software and spreadsheet software
- Ability to research, comprehend and interpret applicable laws
- Knowledge of accounting principles and financial statements
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge and training in government and revenue accounting
- Records management skills
- Knowledge and experience with health care benefits administration
- Ability to supervise and direct employees
- Knowledge and experience with school district investments
- Knowledge of federal grant compliance and fund administration

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening

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

Adoption date: