

QUALIFICATIONS AND DUTIES OF TREASURER

Treasurer

As required by law, the Board will appoint an individual to serve as Treasurer for the District. The person selected must be licensed by, and meet the standards established by, the State Board of Education. Initial appointments will be for two years and reappointments for four years by action taken at the Board's annual organizational meeting. Appointments made after the organizational meeting shall run only through that year. In such cases, a new appointment must be made at the next organizational meeting for two years. Subsequent contracts issued to that Treasurer shall be for a term of 4 years each as required by law.

If the Board does not intend to re-appoint the Treasurer, either after the Treasurer's initial term or a four-year term, it will notify the Treasurer in writing of such intention not later than the first regularly scheduled Board meeting in October. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a four-year term at a salary determined by the Board at its organizational meeting.

The Treasurer will perform the duties prescribed by Ohio law and will be directly responsible to the Board of Education and will work cooperatively with the Superintendent.

JOB DESCRIPTION

TITLE:	Treasurer
REPORTS TO:	Board of Education
GENERAL 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.

Essential functions

1. serve as Treasurer for all District funds
2. assume responsibility for the receipt, safekeeping and disbursement of all District funds
3. supervise the collection, safekeeping and distribution of all funds
4. receive all moneys belonging to the District
5. act as custodian of all moneys belonging to the District; deposit moneys received in banks designated by the Board; exercise authorized investment methods for the most advantageous investment return and provide for the safekeeping of investment and securities
6. pay out moneys on written order of designated official(s) of the Board
7. be responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of District funds
8. serve as the chief fiscal officer
9. prepare and analyze all financial statements
10. prepare and submit a monthly financial accounting (as the Board may request or require) of all District funds (assets)
11. furnish appropriate fiscal certificates as required by Ohio law

12. direct and manage all financial accounting programs and systems
13. set up and control (maintain) an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions
14. be responsible for the maintenance of a complete and systematic set of financial records in accordance with State statutes and procedures prescribed by the Auditor of State of all financial transactions
15. act as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the District; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
16. 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
17. assist with budget development and long-range planning
18. cooperate with the Superintendent and Business Manager in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan for all District funds
19. act as Secretary of the Board
20. attend all meetings of the Board (unless properly excused by the Board)
21. record Board proceedings in the minutes and attest President's signature after Board approval; open, read and enter all bids (when bidding is required) in the minutes
22. execute conveyances of the Board (together with Board President)
23. serve as a member of the District's records commission (together with the Superintendent and Board President)

Other duties and responsibilities

1. serve as the spokesperson on fiscal matters
2. make all reports which are the result of the accounting function
3. make a full and complete itemized report of the finances of the District at the close of each fiscal year
4. provide necessary financial information in a timely manner to the Board, administration and agencies of the State and U.S. governments
5. prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated (budgeted) account
6. recommend new accounting methods as necessary and/or desirable
7. responsible for the detailed recording (including data processing) of all school financial transactions in appropriate journals and subsidiary ledgers
8. supervise the preparation of studies establishing appraising and/or improving financial procedures and internal controls
9. cooperate with the Superintendent and Business Manager in preparing prospectus for bond sales
10. act as an integral part of the Board's negotiating team(s); assist the Business Manager in (1) preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints and (2) estimating the costs associated with proposals presented to the Board by bargaining units; work closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms
11. work closely and cooperatively with auditors

12. compile and preserve all official records and reports of the Board
13. notify Board of Elections of changes in District boundaries
14. accept summons served on the Board of Education
15. may conduct auction of Board real and personal property
16. supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
17. perform other duties as assigned by the Board

Qualifications

1. Ohio Department of Education Treasurer's License
2. be bondable
3. degree, B.A. preferred
4. prior related experience preferred

Required Knowledge, Skills, and Abilities

1. government accounting
2. revenue forecasting
3. communicate fluently
4. organizational skills
5. school finance
6. understanding of and appropriate use of technology

Additional Working Conditions

1. weekend and/or evening work
2. travel as a representative of the School District

Adopted: June 10, 1965
 Revised: date of manual adoption
 Revised: November 16, 1988
 Revised: July 21, 1999
 LEGAL REFS.: ORC 131.18
 3301.074
 3311.19
 3313.14; 3313.15; 3313.22; 3313.24; 3313.26-3313.261; 3313.27;
 3313.34; 3313.51
 3319.03; 3319.04
 5705.41; 5705.412; 5705.42; 5705.45
 CROSS REFS.: BCCA, Incapacity of Treasurer
 BDDG, Minutes
 DFA, Revenues from Investments
 DH, Bonded Employees and Officers

Columbia Schools, Columbia Station, Ohio