

JOB DESCRIPTION – FISCAL OFFICER

TITLE: Fiscal Officer of the Board of Directors

REPORTS TO: Board of Directors

- QUALIFICATIONS:
1. Bachelor's Degree in Accounting or Business Administration.
 2. Experience in the field of bookkeeping and accounting.
 3. Ability to exercise good judgment and get along with others.
 4. Knowledge of Government Accounting and state and federal laws relating to school budgeting and finance.
 5. A treasurer's license issued by the State Board of Education.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL: To record and maintain all business of the Board; be custodian and control disbursement of school monies; assist in preparing annual budget; keep Board informed of all monetary and correspondence activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. The Fiscal Officer serves as secretary to the Board and keeps a correct journal of its proceedings (O.R.C. §3313.26).
2. Serves as Fiscal Officer to the Board and performs all other duties as imposed by state statute (O.R.C. §3313.51).
3. Keeps official files of all correspondence and pertinent reports and bulletins.
4. Receives and answers, in accordance with Board action, all official correspondence.
5. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc.

6. Executes conveyances made by the Board, together with the Board President (O.R.C. §3313.33).
7. Performs such administrative duties as may be deemed advisable by the Board which are not in conflict with the statutory duties.
8. Attests signatures of President and/or Vice-President on all documents requiring their signature.
9. Deposits all public funds of the District received from all sources according to the Uniform Depository Act (O.R.C. §3313.51).
10. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services (O.R.C. §5705.412).
11. Signs all checks issued for the disbursement of school funds (O.R.C. §3313.51).
12. Performs the task of issuance and sale of bonds under the provisions of the Uniform Bond Act of Ohio.
13. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code (O.R.C. §135.14).
14. Keeps accounts of all school funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
15. Prepares a monthly financial statement to the Board showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation (O.R.C. §3313.29).
16. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press (O.R.C. §3313.29).
17. Compiles and files with the State Department of Education, State Auditor, and the County Auditor all financial reports required by law.
18. Assists the Executive Director in the preparation of the annual budget.
19. Prepares the annual appropriation resolution in cooperation with the Executive Director.
20. Receives settlements for workbooks purchased on behalf of the School during the calendar year from the building principal.

21. Performs such other duties as directed by the Board or required by law.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of the Fiscal Officer.

TERMS OF

EMPLOYMENT: Salary and contract to be established at the organizational meetings of the Board.