

JOB DESCRIPTION - TREASURER

Job Title: Chief Financial Officer (Treasurer) & Chief Operations Officer

Reports Directly to: The Board of Education

General Description

Serves as Chief Fiscal Officer and Chief Operations Officer for the District and overseeing District-wide operations, including facilities, transportation, food service and technology. Directly supports the primary goal of education by providing the best possible educational services within the financial resources available. Provides oversight and direction on the broad range of business affairs required of a public school system, with a strong focus on those issues which have an economic impact or risk management consequences. Functions as secretary at Board meetings. Works effectively with the Board of Education and Superintendent, serving as a key member of the District's administrative team. Facilitates strong community relations. Represents the District with appropriate organizations. Functions as a proper model for staff and students, both in and outside of the School District.

Management Style and Philosophy

Must continually work to identify methods of improving service to pupils, staff, and community. Seeks to work effectively with all administrators, with a specific emphasis in relationship to the Superintendent, on a regular, consultative and interactive basis. Practices a team based management style to ensure that key decisions and non-routine matters impacting fiscal matters, business operations and instruction are thoroughly explored and actions are soundly based. Coordinates with the appropriate Administrative team member on those functions not directly under the supervision of the Treasurer. Requires the ability to think independently, yet the willingness to be open to change in the face of new information.

Major Areas of Responsibility

- A. Coordinates District finances with Federal, State, County and other fiscal agency officials.
- B. Fosters an environment wherein the fiscal effectiveness of the District is continually evaluated and challenged in order to identify new strategies for maximizing resources. This includes, but is not limited to, programs, staffing, purchased services, business operations, and facilities.

- C. Works with the Superintendent and other Central Office Administrators in establishing and maintaining long-range fiscal strategies and building plans. Includes preparation of annual appropriations and budgets based upon available resources and tied to specific goals.
- D. Ensures that all District operations and records comply with the laws and regulations of the state, the negotiated agreements, and policies of the Board.
- E. Maintains accurate records of all moneys and financial transactions, manages accounting systems, oversees payables, oversees payroll processing, directs internal controls, provides fiscal certificates, coordinates financial data processing systems, and prepares management reports in support of ongoing day to day operations.
- F. Supervises Food Service, Facilities, Transportation and Technology and directs to the Superintendent, as appropriate, those matters directly impacting parents or students, i.e. student discipline or route issues.
- G. Provides classified staff leadership; develops action plans; helps resolve problems; maintains open and effective communications with staff, parents, and the community.
 - 1. Expresses high expectations and monitors staff performance.
 - 2. Collaborates with supervisors to improve staff competencies.
 - 3. Supports opportunities for staff to develop new skills.
 - 4. Advises on certified staff needs and assignments.
- H. Assists in all state, federal, and local grant management.
- I. Addresses administrative issues and acts, in the absence of the Superintendent, as the Chief Executive Officer for the Revere Local School District.
- J. Seeks out opportunities for self-development that would result in improved personal capabilities and supervisory methods that would enhance fiscal management skills.
- K. Demonstrates strong oral, written, and interpersonal skills in order to interpret the budget and fiscal operations to all interested parties including the community, media, and staff.
- L. Inventory control relating to fixed assets, consumables, and real estate.

- M. Administers service contracts, monitors the performance of outside contractors, manages purchased services and supply distribution in coordination with the Director of Business Affairs and other Administrators as is applicable.
- N. From a risk management perspective, evaluates District safety programs by working in cooperation with other District administrators.
- O. Discharges all duties in conformity with the philosophy and policies adopted by the local Board, the rules of the state board of education, and the provisions of law.
- P. Observes all business functions of the District on a regular basis to be familiar with existing practices, challenges, and future needs of the school system.
- Q. Negotiates insurance contracts, administers claims and oversees related aspects of risk management for medical insurance, liability insurance, property/fleet insurance, and workers compensation.
- R. Performs all other duties as directed by the Board of Education from time to time and as necessary for the successful operation of the District related to fiscal control and business affairs.
- S. Acts as general accountant of the Board and preserves all accounts, vouchers, and contracts relating to the District.
- T. Serves as an integral part of the Board's negotiating and labor management team for classified and certified staff.

Duties Required by Law

In order to fully perform the duties of this position, specifically those of Treasurer, the incumbent shall have knowledge of, carry out, and comply with those laws and sections of the Ohio Revised Code applicable to the position of Treasurer, including licensure requirements.

Evaluation

The local Board of Education shall evaluate this position annually in accordance with the provisions of the Board's policy on Evaluation of Professional personnel. Said evaluations shall include performance feedback but emphasize the sharing of information which will help achieve the District's long and short range objectives.

Adopted: August 1, 2017