

JOB DESCRIPTION -- TREASURER

TITLE: Treasurer

QUALIFICATIONS:

1. Will possess a minimum of a Bachelor of Science Degree in Accounting and/or Business Administration from an accredited institution.
2. Will be properly licensed as a Treasurer in the State of Ohio.

RESPONSIBILITY:

The Treasurer is directly responsible to the Toronto Board of Education.

SPECIFIC DUTIES:

A. FINANCIAL

1. Manages the district financial program.
2. Keeps abreast of accounting changes and follows GAAP (Generally Accepted Accounting Principles) in preparation of the district's financial statements.
3. Prepares daily cash flow of revenues and expenditures for maximum utilization of Board funds.
4. Coordinates annual audit of Board funds.
5. Reviews payroll and budgetary software and determines computer needs of the office.
6. Supervises implementation of new software packages as they become available for use in the office.
7. Coordinates data processing activities with OME-RESA (Ohio Mid-Eastern Regional Education Service Agency).
8. Supervises district student activity programs.
9. Prepares draft of annual appropriations in cooperation with the Superintendent for Board approval.

10. Prepares temporary appropriation resolutions when complete appropriation is not available.
11. Analyzes account expenditures from past years for use in future projections of expenditures.
12. Analyzes income sources from past years for use in future projections of revenue.
13. Provides needed documentation to support signing of the Fiscal Certificate (5 year forecast).
14. Prepares draft of school district budget in cooperation with the Superintendent and Jefferson County Auditor.
15. Along with the Superintendent coordinates budget hearing at local level.
16. Serves as district spokesperson in regard to the Budget at the County Budget Hearing.
17. Serves as receiving agent for all district funds.
18. Determines eligible depositories for district funds and sends bids detailing required services to such for evaluation and adoption by the Board.
19. Administers the Sale of Bonds, Retirement of Bonds, reconciles the Bond and Coupon Clearing Account.
20. Responsible for safeguarding and proper cancellation and filing of bonds and coupons.
21. Works with Jefferson County Auditor to determine necessary Bond Millage rates for Board acceptance annually in an amount sufficient to cover bond interest and principal payments.
22. Works closely with the Jefferson County Auditor to ensure timely receipt of tax distributions.
23. Coordinates with State Department of Education in regard to district funding on the SF 3.
24. Maintains accurate financial records for the school district.
25. Has an awareness of timelines in regard to submission and filing of all financial reports.

26. Approves employee payrolls as necessary.
27. Signs payroll and budgetary checks.
28. Ensures there is adequate money to meet district obligations.
29. Coordinates fixed asset and supplies inventory annually.
30. Works with Treasurer's office staff, Superintendent and Building Principals on spring purchase orders and cooperative purchasing program with OME-RESA.
31. Administers district investment program.

B. BOARD OF EDUCATION

1. Prepares agenda items and/or resolutions relative to the financial operations of the district.
2. Attends all Board of Education regular and special meetings and committee meetings pertaining to district finances.
3. Prepares financial information for Board use in regard to negotiations, levy meetings, or other special committee meetings.
4. Reports directly to the Board of Education.
5. Assists in Board policy formation regarding financial operations.
6. Records Minutes of Board of Education meetings.
7. Serves as custodian of Board records and reports.

C. IN-SERVICE

1. Attends in-service meetings to upgrade professional performance.
2. Meets standards for continuing education credits necessary for Treasurer's License.

D. LEGAL

1. Consults with district legal counsel on district financial matters.
2. Determines that no expenditure or receipt is made without proper authority of the law.
3. Determines that appropriations are not overdrawn.
4. Publishes legal notices when necessary.

E. LEGISLATION

1. Monitors legislation pertinent to district financial matters.
2. Communicates to legislative representatives regarding school financial matters.

F. NEGOTIATIONS

1. Prepares financial cost analysis for use of management representatives at the bargaining table.
2. Provides financial cost analysis to the bargaining unit.
3. Serves as a member of the Administrative team during negotiations.

G. PERSONNEL

1. Recommends job description for personnel in Treasurer's office.
2. Recommends employment of personnel in Treasurer's office.
3. Conducts evaluation of personnel in Treasurer's office.
4. Recommends termination or non-renewal of personnel in Treasurer's office.
5. Supervise assistants.
6. Coordinates employee health insurance benefits.

7. Coordinates with the Superintendent on employee worker compensation claims.

H. PLANNING AND ADMINISTRATION

1. Participates in short and long range planning for the district.
2. Is in the unique position of maintaining a delicate balance between being directly accountable to the Board of Education while, at the same time, serving as a financial consultant to the Superintendent, who is the leader of the Administrative team.