

QUALIFICATIONS AND DUTIES OF THE TREASURER

Title: Treasurer

Department: Administration

Building/Facility: Central Office

Reports To: Board of Education

Employment Status: Regular/Full-time

FLSA Status: Exempt

General Description: Serves as the chief financial officer for the Fairview Park City School District.

Essential Functions (including but not limited to):

1. Performs work, including but not limited to developing, implementing and maintaining an accurate accounting of the district's finances.
2. Problems encountered are diverse and highly complex; errors could result in illegal or unauthorized payments, overdrafts, overdrawn accounts and financial penalties.
3. Contacts are regularly and frequently made at all organizational levels within and outside the district.
4. Little responsibility for the safety of others.
5. Responsible for giving managerial direction to a large number of professional or administrative employees working in related areas.
6. Plans and carries out assignments; resolves most conflicts; makes independent decisions, somewhat complex.

Other Duties and Responsibilities:

1. Receives and deposits in the depository designated by the Board all funds of the district.
2. Maintains accounts of all school funds on forms approved by the Bureau of Inspection and Supervision of Public Offices.
3. Receives all vouchers for payments made to or by the Board and preserves them in accordance with O.R.C. §3313.29.
4. Signs all purchase orders certifying that funds are available and have been appropriated for the expenditure for which the order was drawn.
5. Signs all checks for the disbursement of school funds.

6. Files returns and reports with the County Auditor as required.
7. Advertises for bids when required by law for building, repairing or furnishing school buildings.
8. Manages the Treasurer's office including training, supervision and evaluation of Treasurer personnel.
9. Receives and acts as custodian of school activities funds, auditing individual school accounts, and issuing and signing all checks upon presentation of approved invoices.
10. Manages all insurance programs of the district.
11. Acts as fiduciary for employee benefit programs.
12. Reconciles all district accounts.
13. Works with the Superintendent in financial planning and budget development.
14. Assists the Superintendent in preparation of the agenda for meetings of the Board.
15. Acts as secretary to all meetings of the Board and records the proceedings of the meetings in the prescribed manner.
16. Prepares and submits to the Board and Superintendent a monthly financial report.
17. Serves on various committees and attends cabinet meetings.

Qualifications:

1. Bachelor's degree in accounting or business administration.
2. Valid Ohio Treasurer's certificate.

Required Knowledge, Skills, and Abilities:

1. Knowledge of school system financial operations.
2. Knowledge of the Ohio Revised Code as it applies to school finance.
3. Knowledge of accounting including budgeting and payroll preparation.
4. Knowledge of cash flow management.
5. Knowledge of computer-based financial systems.
6. Knowledge of how to coordinate and integrate various program activities and goals into the general mission of the district, and how to define the resources necessary to carry out the mission.
7. Coordinating skills to organize and maintain all the district's financial records.
8. Administrative skills to monitor financial data and interpret policies and procedures regarding school district finances.
9. Analytical skills to analyze school district budgets.
10. Communication skills to answer questions from classified and certified personnel and to communicate with Board members, vendors and community.
11. Leadership skills to manage the daily operation of the district's finances.
12. Planning skills such as forecasting, budgeting and resource allocation.
13. Mathematical skills to maintain accurate accounting of funds.

14. Software/word processing skills to access building or administrators' budgets, reconciliation and daily banking.

Equipment Operated:

1. Equipment used includes computer, printer and other office equipment.

Additional Working Conditions:

1. Job is performed in an office environment.
2. Work is essentially sedentary with some light lifting.

NOTE: The above lists are not ranked in order of importance.

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 and Board of Education.

Board President

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

Adopted: September 20, 2011