

WELLINGTON EXEMPTED VILLAGE SCHOOLS

JOB DESCRIPTION

Locator: 2.00
9/13/83

JOB TITLE: Treasurer

QUALIFICATIONS:

1. A degree in accounting or business administration is desirable
2. Formal training experience in accounting and fiscal procedures and a knowledge of fund accounting and data processing machines
3. Be able to research applicable laws: read, understand and interpret those laws
4. Meet qualifications of the State Department of Education

REPORTS TO: Wellington Board of Education

SUPERVISES: All other employees in the Treasurer's Office
All personnel in the handling of Board of Education funds

JOB GOAL: As a part of the administration team, develops and maintains fiscally sound financial program.

PERFORMANCE RESPONSIBILITIES:

Secretary to the Board of Education

1. Attends all Board of Education meetings.
2. Records the minutes of Board of Education meetings and provides for their safeguarding.
3. Receives, opens, reads publicly all information on all formal bids.

Chief Fiscal Officer

1. Receives and deposits all public funds in the depository daily.
2. Develops and establishes an accounting system and procedures in accordance to the framework of the Ohio Revised Code.
3. Requests timely advances of tax moneys due from the County Auditor.
4. Works with outside businesses and governmental agencies to improve the school's business operations.
5. Establishes and supervises an investment program.
6. Certifies all purchase orders to the availability of funds within the proper accounts.
7. Arranges for payment of all invoices upon proper documentation.
8. Accounts for all Federal and State project funds, and prepares all final expenditure reports as required by project guidelines.
9. Establishes and maintains suitable records which reflect the bond and coupon activity.
10. Reconciles all bank accounts of the district to the appropriate records.

TREASURER (continued)

PERFORMANCE RESPONSIBILITIES: Continued

11. Develops the annual budget and appropriation measures and files an approved copy with the appropriate officials.
12. Prepares and presents routine and special financial reports for the administration, Board of Education, and governmental agencies as required.
13. Cooperates with the Superintendent in the development and implementing of administrative and Board of Education policies.

Payroll and Personnel

1. Supervises the operation of the payroll process and insures that the appropriate records and reports are maintained and filed properly.
2. Counsels employees on taxes, fringe benefits, sick leave, and other related subjects.
3. Assists the Superintendent in establishing, evaluating, and maintaining salary schedules and employee's benefits.
4. Serves as a resource person for the negotiating committees.

Other Duties

1. Attends meetings and conferences which are designed to enhance professional qualifications and update information on continuing changing requirements.
2. Performs all related duties as required by the Ohio Revised Code and such other related duties assigned by the Board of Education as provided by the Ohio Revised Code and policies and regulations of the Board of Education.

TERMS OF EMPLOYMENT:

12 months

Salary, work year, and vacation to be established by the Wellington Exempted Village Schools Board of Education

EVALUATION:

Annually, by the Wellington Exempted Village Schools Board of Education