

**MIDVIEW LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TREASURER**

File 110

Reports to: Board of Education

Job Objective: Serves as fiscal adviser and secretary to the board of education.

Minimum Qualifications:

- Bachelor's degree in business with required school law and school finance training and alternative training/experience that meet state department of education treasurer's license requirements.
- Accounting and data processing skills substantiated by training and relevant work experience.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.
- Obtains/submits to the board of education an approved treasurer's bond.

Essential Functions:

- 1. Serves as chief fiscal officer and custodian of district funds. Maintains accurate financial accounts. Prepares reports that comply with requisite governmental accounting standards.**
 - a Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures. Upholds applicable local, state and federal laws.
 - b Plans/implements strategies to ensure tasks are completed within required time-frames.
 - c Keeps the superintendent and board informed about the district's financial status and emerging issues. Recommends operational improvements that enhance the district's fiscal accountability.
 - d Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
 - e Acts as the board's agent for signing authorized contracts. Seeks legal opinions regarding the treasurer's responsibilities as needed.
 - f Collaborates with the board and superintendent to prepare annual appropriation measures.
 - g Arranges depository contracts with eligible banking institutions. Implements board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.
 - h Reviews borrowing needs and administers debt programs.
 - i Helps prepare prospectus for bond sales.
 - j Implements funded grant proposals. Complies with reporting requirements.
 - k Encourages innovations. Analyzes data to improve school operations.
 - l Manages change processes. Helps develop/implement a district-wide strategic plan. Delineates time-frames, financial/program resources, and a strategy to accomplish district goals.
 - m Cultivates relationships that promote a strong commitment of public support for the district.
 - n Oversees office staff selection/orientation. Periodically updates departmental job descriptions.
 - o Supervises assigned staff. Assumes responsibility for the results of duties delegated to staff.
 - p Develops an office work schedules. Ensures the equitable distribution of workloads. Ensures that essential services are maintained during office staff absences. Approves time sheets.
 - q Provides staff leadership. Engenders staff enthusiasm/teamwork. Helps resolve problems.
 - r Implements state mandated and locally developed personnel assessment programs.
 - s Participates in collaborative planning of staff development/in-service training activities.
 - t Participates in bargaining unit negotiations. Prepares salary schedules and wage change notices.
 - u Maintains personnel files. Prepares employment contracts. Oversees the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
 - v Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers and advances.
 - w Oversees fiscal control of budgetary accounts. Receives, opens and documents competitive bids. Authorizes purchase orders. Certifies the availability of funds as required by law.
 - x Receives invoices and approves payments. Signs checks. Prepares 1099 forms.
 - y Implements procedures to monitor, account and audit student activity funds.
 - z Conducts in-service training to update district staff on financial accountability procedures.
 - aa Manages insurance programs (e.g., property, liability, fleet, student, etc.).
 - bb Reviews and certifies state department of education financial reports.

- cc Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules. Prepares an end-of-year inventory report.
- dd Discards archived documents following the board-adopted records retention/disposal schedule.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- a Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- b Encourages community participation in school-sponsored activities.
- c Helps students understand/embrace ethical conduct and democratic values.
- d Maintains a professional appearance. Wears work attire appropriate for the position.
- e Maintains an acceptable attendance record and is punctual.
- f Provides leadership for the continuous advancement of academic standards.
- g Respects privacy and maintains the confidentiality of privileged information.
- h Shows an active interest in the personal development of all staff/students.
- i Strives to develop rapport and serve as a positive role model for others.
- j Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications.

- a Communicates district objectives and program performance expectations to stakeholders.
- b Coordinates staff meetings, conferences and other required school activities.
- c Interprets district policy. Serves as an information resource for program/procedure changes.
- d Prepares/maintains accurate records. Submits required paperwork on time.
- e Provides prompt notification of personal delays or absences.
- f Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- g Uses diplomacy and self-control when dealing with other individuals. Respects diversity

4. Pursues opportunities to enhance professional performance.

- a Keeps current with advances in technology associated with work assignments.
- b Maintains applicable credentials. Complies with all state licensure requirements.
- c Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- a Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).
- b Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- c Watches for situations that may indicate a problem.

6. Performs other specific job-related duties as directed.

- a Assists with unexpected/urgent situations as needed.
- b Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.

The Midview Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.