

**EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION**

JOB TITLE: Treasurer

QUALIFICATIONS: Bachelors Degree in Accounting, Business Administration, or Finance
A valid Treasurer's license issued by the Ohio Department of Education
Proficient in personal computer skills including state software and Excel
spreadsheets

REPORTS TO: Educational Service Center of Lorain County Governing Board

CONTRACT: 260 days

ESSENTIAL FUNCTIONS

1. Serves as secretary of the Governing Board, attends all meetings, records all votes, and prepares and attests to all minutes of meetings.
2. Receives, opens, reads aloud, and tabulates all competitive bids as per Ohio Revised Code.
3. Serves as Chief Fiscal Officer of the Educational Service Center and all of its divisions.
4. Receives, classifies, records, and disburses all public funds in accordance with Ohio Revised Code and appropriations adopted by the Governing Board.
5. Invests all active, interim, and inactive funds in accordance with the Ohio Revised Code and adopted Board policy.
6. Receives all requisitions and purchase orders, signs them as required by law, and takes the necessary action to encumber the proper funds
7. Arranges for payment of bills upon receipt of proper documentation.
8. Receives, accounts for, and disburses federal, state, and local grant funds in accordance with the rules of the grant and the Ohio Revised Code.
9. Develops the annual appropriation measure and any subsequent amendments and presents it to the Governing Board for approval.
10. Serves as a collaborative member of the district leadership team.
11. Prepares and presents such special financial reports as necessary to meet all local, state, and federal requirements. This includes GAAP financial statements as required by the Auditor of State.
12. Represents the Governing Board in the community in the area of school finance.
13. Responsible for all functions of the payroll and employee benefit programs. This includes the maintenance of personnel files and records of all leave balances and attendance.
14. Responsible for maintaining accurate inventory records.
15. Responsible for monthly balancing of all bank accounts and is back-up for daily bank deposits.
16. Signs all employee contracts and any other contracts the Governing Board enters into during the course of business.

17. Responsible for the placement of all necessary and required legal advertisements and the proper publication of financial and other reports.
18. The Treasurer shall attend meetings and conferences of a local, county, state, and national level designed to enhance professional qualifications and keep the office in an up to date mode of operation. The Treasurer is encouraged to join and participate in such local, state, and national professional organizations as may be necessary to further enhance the performance of duties described herein.
19. The Treasurer shall perform any and all other related duties as required by the Governing Board and the Ohio Revised Code.