

MADISON LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title: Treasurer

Reports To: Madison Board of Education

Job Goal: To administer the school district's fiscal affairs so as to provide the best possible educational services with the financial resources available and in accordance with statutory responsibilities.

QUALIFICATIONS;

1. State of Ohio Treasurer's license
2. Degree in accounting, business management or related field from accredited college or university
3. Formal training/experience in accounting and fiscal procedures
4. Alternatives to above qualifications as Board may find appropriate

PERFORMANCE RESPONSIBILITIES:

1. Attend all Board meetings.
2. Record proceedings of Board meetings.
3. Prepare annual budget and appropriations resolution in consultation with the Superintendent.
4. Receive, deposit and account for all school funds of District.
5. Adhere to purchase order system with purchase order to be approved by Treasurer only on a "funds available" basis.
6. Render monthly statement to Board and, as needed, to Superintendent.
7. Sign all checks in accordance with law.
8. Make available to members of Board or administration all papers and documents entrusted to Treasurer for filing, for public inspection whenever necessary and as prescribed by law.
9. Keep on record for Board's information complete listing of all insurance policies and premiums on all District properties.
10. Complete and file at proper times all forms, reports, papers and other requirements as prescribed by Auditor, Department of Education, or other state or local agencies.
11. Prepare and maintain on file all employee contracts.
12. Receive all moneys belonging to District, including payment of taxes from county treasurer.
13. Collaborate with the Board in decisions concerning the investment of idle district funds.
14. Prepare and submit monthly report on District's fiscal status.
15. Render full annual report at the end of each fiscal year.
16. Pay out District moneys on written order of designated Board officials.
17. Supervise staff members of Treasurer's office.
18. Maintain filing system for Board business and transactions.
19. Serves as secretary to the Board,
20. Prepare salary notices,
21. Maintain record of retirement contributions.
22. Prepare all purchase orders.
23. Certify all purchase orders and requisitions for supplies and services.
24. Maintain complete and systematic set of financial records.
25. Record all sick leave, personal leave and vacation leave for all employees.
26. Prepare advertisement of all legal notices concerning Board business.
27. Prepare long-range financial projections with Superintendent for Board.
28. Act as financial resource person for Board's negotiating team and at all public meetings.
29. Provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits.
30. Prepare necessary paperwork for operating levies and bond issues.
31. Make contacts with public with tact and diplomacy.
32. Maintain respect at all times for confidential information, e.g., personnel information.

33. Interact in positive manner with staff, students, parents, and board members.
34. Promote good public relations by personal appearance, attitude and conversation.
35. Attend meetings and in-services as required.
36. Will set goals to strive for no audit findings.

Other Duties and Responsibilities:

1. Evaluate staff members of Treasurer's office
2. Obtain and file teaching certificates
3. Prepare and issue written notices of intent not to re-employ professional and support staff other than to the Treasurer
4. Respond to routine questions and requests in appropriate manner
5. Cooperate with Superintendent in development and implementation of administrative and Board policies
6. Attend meetings and conferences designed to enhance professional qualifications
7. Serve as role model for students in how to conduct themselves as citizens and as responsible and intelligent human beings
8. Instill in students belief in and practice of ethical principles and democratic values
9. Perform other duties as assigned by the school board (the Treasurer shall not take on any jobs or involve himself in any areas that are not specific to this job description unless given a written directive by the School Board to do so)
10. Will inform board members in two workdays prior of absent days or time from work, to include vacation leave, sick leave, personal leave, professional leave, or any other absence. If the absence is unforeseeable, the Treasurer will provide such notice as soon as possible.

Required Knowledge, Skills and Abilities:

1. Knowledge of accounting principles, financial statements and investments
2. Ability to research, comprehend and interpret applicable laws
3. Knowledge of accounting software
4. Organizational and problem-solving skills
5. Ability to work effectively with others
6. Ability to communicate ideas and directives clearly and effectively, both orally and in writing
7. Effective, active listening skills
8. Records management skills
9. Experience in payroll and accounts payable procedures

Equipment Operated:

1. Computer/printer
2. Calculator
3. Copy machine
4. Fax machine
5. Telephone

Additional Working Conditions:

1. Occasional travel
2. Occasional evening and/or weekend work
3. Requirement to lift, carry, push and pull various items
4. Repetitive hand motion, e.g., computer keyboard, calculator, adding machine, typewriter
5. Occasional exposure to blood, bodily fluids and tissue
6. Occasional interaction among unruly children
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop

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/appointing authority.

Board President
Board Approved September 22, 2009

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: _____

Board Approved September 22, 2009