

Qualifications:

Treasurer's Certificate from the Ohio Department of Education

Reporting To:

Allen County Governing Board/WCLA/NOACSC

Function:

The Treasurer provides two general types of service for the Board:

1. Secretary
2. Treasurer

As Secretary, the Treasurer is required to record and keep the minutes of Board meetings and provide such secretarial services as the Board may require.

The Treasurer has the responsibility as Chief Fiscal Officer of the school district. This responsibility encompasses the receipt, accounting for, and disbursement of all types of public funds as required by applicable laws and in accordance with Board regulations and policies.

Sections 3313.22 through 3313.43, Ohio Revised Code, prescribe the duties of the Treasurer, who is appointed by the Board at the Board organization meeting and, as such, is controlled by and is directly responsible to the Board.

Performance Responsibilities:

1. As the Secretary of the Board, the Treasurer attends all regular and special meetings, records accurately the minutes of those meetings, attests to the accuracy of the minutes and the approving signature thereon and insures the security of these very important public records. He/she prepares resolutions for Board approval for placement in the recorded minutes of Board meetings and attends all executive or work sessions of the Board unless specifically excluded;
2. He/she receives, opens, reads publicly, reports to the Board a tabulation and enters into the minutes information on all bids received. Provides administrative assistance in the operation of all school fund accounts;
3. As the Chief Fiscal Officer, the Treasurer must receive and classify all monies, maintain proper accounting records and disburse these public funds, all in accordance with budgets and appropriations as prescribed by the Board and applicable statutes governing the authority of the office. He/she deposits public funds as received, usually not less than daily, in an eligible depository with whom a depository contract has been approved by the Board as prescribed by the Uniform Depository Act of the Ohio Revised Code. He/she develops and establishes accounting systems and procedures within the framework of the O.R.C. and implements instructions of the State Auditor's Schools and Libraries Division;
4. He/she meets as appropriate with bank officials regarding any question or proposal in the interest of improving management of school business banking activities. He/she remains constantly cognizant of the fiscal position of the district so that interim monies may be properly invested and maximum interest earnings be generated for the various funds;
5. The Treasurer receives requisitions and/or purchase orders for supplies and services which are required for operation of the school system. He/she endorses all purchase orders as required by law and takes action to encumber the proper funds;
6. Upon receipt of a properly documented statement from a vendor, backed up by a receiving report and any other pertinent documents, arranges for a voucher to be issued in payment of the account;
7. He/she receives, accounts for and disburses federal and state project funds in accordance with instructions and requirements pertaining to the projects and the O.R.C. He/she works closely with the directors of these special projects to help insure operations in accordance with the goals of the project, maintains the official files and fiscal records of all special projects;
8. He/she assists in developing the annual budget in cooperation with the Superintendent and other interested personnel, and properly presents it to the Board for adoption; then it is filed on a timely basis with the State Department. He/she is likewise responsible for a Temporary Annual Appropriations Measure, if one is used in the system;

9. The Treasurer prepares such special financial reports as are required for Federal, State or Local requirements. This would, of course, include the Form 25 to the State Department of Education or substitutes for this report as maybe required in the future, and the legal advertising of the Annual Financial Report;
10. The Treasurer cooperates with the Superintendent and other officers as designated in the development of policies and regulations for approval of the Board, and the administrative procedures for operations of the school system;
11. The Treasurer is responsible for the efficient operation of the payroll function to insure proper personnel records and timely disbursement of the payroll. He/she maintains official records of sick leave and of other types of employee absence records;
12. In cooperation with the Personnel Department, he/she coordinates the employee fringe benefit program and payments. He/she assists the Administrative Personnel Departments in the counseling of employees on such benefits as retirement, sick leave, hospitalization, life insurance, taxes and related subjects;
13. Insures proper, accurate timely reporting to pertinent state agencies for Workmen's Compensation and Unemployment Compensation so as to protect the rights of the employee while at the same time prevents jeopardy of tax funds from improper claims;
14. Together with the President of the Board, he/she signs all contracts issued during the year to non-certified, certified and administrative staff;
15. The Treasurer assists the Superintendent in establishing, evaluating and maintaining salary schedules and employee benefits, serves as a resource person to provide financial reports and cost projects;
16. He/she attends meetings, conclaves and conferences which are designed to enhance professional qualifications or update position performance information to come into line with continually changing requirements of legislation, state examiner requirements, or good business management procedures;
17. Assists the Superintendent in matters pertaining to the care of the School Board's records, documents and inventory;
18. He/she will maintain a file of board policies, by-laws and administrative regulations in current status;
19. He/she will evaluate the Treasurer's assistance annually;
20. In the absence of the President and Vice President, he/she will call the Board meeting to order and conduct the election of a chairman pro tem;
21. The Treasurer shall perform all related duties as required by the Ohio Revised Code and such other related duties assigned by the Board as provided by the O.R.C. and policies and regulations of the Board;
22. The Treasurer will work cooperatively and closely with the Superintendent in all financial and personnel matters;
23. The Treasurer shall maintain current Treasurer Certificate from the Ohio Department of Education on file at all times in the Treasurer's office;
24. The Treasurer shall perform such other duties as the Board may assign.

Evaluation:

Performance of this job will be evaluated by the members of the Allen County Governing Board.

**Physical/Mental/
Work Hazards**

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.

**Travel
Requirements**

Travel to school buildings, city/state agencies and professional meetings as required.

**Terms of
Employment
Classification**

Salary and Days of work will be stated in the employment contract.

February 2022