

CALDWELL EXEMPTED VILLAGE BOARD OF EDUCATION

JOB DESCRIPTION

LOCATOR INDEX 1.04

Title: TREASURER

Reports to: Board of Education and works in cooperation with the Superintendent

Employment Status: Full Time

Evaluation: Performance of this position will be evaluated in accordance with the provisions of board policy, administrative guidelines and the job description and the employee contract, as appropriate.

FLSA Status: Non-Exempt from Fair Labor Standards Act Regulations

Qualifications:

1. Appropriate means of transportation when and if travel is necessary.
2. Pass B.C.I. / F.B.I. background check.
3. Adhere to all current Federal Drug and Alcohol Testing requirements, and meet all state and county requirements.
4. Ability to work with individuals, small and large groups.
5. Effective interpersonal and communication skills.
6. Organizational skills and dependable follow-through.
7. Ability to keep accurate records
8. Ability to accurately handle monetary transactions.
9. Appropriate State of Ohio Certificate/Licensure.
10. Demonstrated interest in and aptitude for work to be performed.
11. Possess typing and computer skills.
12. Bachelors Degree in accounting
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

General Description: The treasurer is required to record and maintain minutes of the board of education meetings and provide such services as the Board may require.

The treasurer has the responsibility of Chief Fiscal Officer of the school district. This includes the receipt, safe keeping of, accounting for, and disbursement of all public funds as required by law and in accordance with Board regulations and policies.

JOB DESCRIPTION

Locator Index 1.04

Page 2 of 5

Essential Functions:

1. Take oath of office.
2. Furnish the bond in the amount set by the board for the term for which he/she is elected, and which bond must be approved by the board, again by a motion duly made and seconded with a majority favorable vote on the approval. Such bond must be filed with the President of the Board and also file a certified copy with the county auditor of the county in which the school district is located, payable to the State of Ohio.
3. Attends all board of education meetings and special meetings as requested.
4. Takes and maintains minutes of the board of education meetings, and prepares and distributes the minutes of each meeting. In the absence of the treasurer at a meeting of the Board, the Board shall name one of its members to act as Treasurer pro tem.
5. Responsible for maintenance of an adequate filing system for Board business and Board transactions.
6. Responsible for handling of communications and correspondence for the Board.
7. Receives, opens, and reads publicly all information on all formal bids received for construction projects.
8. Receives all monies belonging to the district; the statutes impose upon the treasurer the duty and responsibility of making all deposits of public funds of the district.
9. Receives and deposits all public funds in the depository daily.
10. Responsible for preparation of all employee contracts.
11. Along with the president of the board, sign all contracts. Prepares salary notices issued by the board of education and maintains records of retirement contributions.
12. Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
13. Requests timely advances of tax monies due from the County Auditor.
14. Works with outside business and governmental agencies to improve the schools business operations.
15. Certifies all purchases and requisitions for supplies and services required for efficient operation of the district as required by law and encumber proper funds.
16. Establishes and maintains suitable records which reflect the bond and coupon activity.
17. Reconciles all bank accounts of the district to the appropriate records.
18. Responsible for the preparation of all purchase orders, maintenance of files of such orders, receive all invoices, and payment of such.
19. Sign all checks: Under the provisions of law, the treasurer is required to sign all checks issued for the disbursement of school funds. If the treasurer is incapacitated in such a manner that he/she is unable to sign checks, the Board may appoint an officer of the district to sign checks in the capacity of the treasurer.

JOB DESCRIPTION

Locator Index 1.04

Page 3 of 5

Essential Functions, cont.:

20. Responsible for the maintenance of a complete and systematic set of financial records in accordance with State of Ohio statute and the Auditor of the State of Ohio.
21. Responsible for the preparation of warrants, recording and records of all disbursement of district funds.
22. Prepares and presents routine and special financial reports for administration, Board of Education, and Governmental Agencies as required.
23. Cooperates with the Superintendent in the development and implementation of administrative and board policies.
24. Responsible for efficient operation of payroll functions to ensure proper personnel records and maintenance of employee absentee records.
25. Signs all official documents and warrants of the Board of Education.
26. Supervises the operation of the payroll process and insures that the appropriate records and reports, including deduction for withholding tax, pension, insurance, annuities, dues, and other required deductions are maintained and filed properly.
27. Serves as official custodian of fiscal records of all state and federal programs as well as all student activity accounts.
28. Prepares all such financial reports as requested by law or requested by the Ohio Department of Education.
29. Insures proper, accurate, timely reporting to pertinent state agencies for Unemployment and Workmen's Compensation claims.
30. Renders a monthly financial statement to the Board.
31. Assists the Superintendent in establishing, evaluating and maintaining salary schedules and employee's benefits.
32. Exercises authorized investment methods for the most advantageous investment return and provides for the safe keeping of invested funds and securities.
33. Keep accounts of all district funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
34. Recordkeeping of sick leave, personal leave, and vacation records for all employees.
35. Prepares advertisements of legal notices concerning Board business.
36. Prepares and distributes invoices for the collection of monies owed to the Board.
37. Obtain and file teaching certificates prior to compensation.
38. In cooperation with the superintendent and/or designee, develops, presents, and files the annual budget, appropriate resolution, and a spending plan.
39. Prepares a 5-year financial projection for review by the superintendent, the Board of Education and the Department of Education, as prescribed by law.
40. Maintains a system of control for inventory of equipment, etc. for the board of education.
41. Acts as financial resource person to the Board's negotiating team and at all public meetings.

JOB DESCRIPTION

Locator Index 1.04

Page 4 of 5

Essential Functions, cont.:

42. Attends meetings and conferences which are designed to enhance professional qualifications and update information on continuing changing requirements.
43. Arrange for depository contracts with eligible banking institutions through legal procedures in line with the Uniform Depository Act.
44. Provides and shares with the administrative staff the responsibility for counseling to staff members in the areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy, and other pertinent information concerning fringe benefits provided by the Board.
45. 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.
46. Maintains and monitors district's liability, building and boiler, and fleet insurance policies and all related transactions.
47. Upon action of the board, prepares and issues written notice of intention not to reemploy certificated and classified (support) staff employees of the Board in line with statutory requirements when necessary.
48. Works with the insurance advisory agent and insurance pool members and provide general administration of the Board insurance program.
49. Prepares necessary paperwork before operating levies and bond issues are put on ballot-manage bond and coupon accounts.
50. Serves as a member of the school district records commission along with the superintendent and board president.
51. Records board proceedings in the minutes and attests presidents' signature after board approved.
52. Executes conveyances of the board along with board president.
53. Notifies board of elections of change of school boundaries.
54. Accepts summons served on the board of education.
55. Maintains files for district's certificates of titles for all district owned vehicles.
56. Works cooperatively with representatives from the Auditor of State's Office on all matters pertaining to the district's financial audits.

NOTE: The above duties are not ranked in order of importance.

JOB DESCRIPTION

Locator Index 1.04

Page 5 of 5

This job description should not be interpreted as all encompassing but merely representative of the more important tasks performed by a position holder. 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.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and responsible, intelligent human beings.
2. Remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
3. Ensure safety of students.
4. Shall perform such duties as the superintendent/supervisor/designee may assign/determine, and are reasonably related to this position.

The American Disabilities Act identifies that employees be made aware of the following:

ADDITIONAL WORKING CONDITIONS the staff may encounter include but are not limited to the following: standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reading, handling, speaking, hearing, seeing depth perception, seeing color vision, repetitive hand action, adjusting, writing, planning, solving problems, scheduling, traveling and weekend and/or evening work.

POTENTIAL SAFETY HAZARDS include but are not limited to:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Occasional safety hazards including but not limited to: Slips/Falls, Falling Objects, Lifting, Hazardous Chemicals/Materials, Ladders, Electrical, Eye/Hearing Protection, cuts, burns, eye strain.