

# Maysville Local School District



## Position: Treasurer / Chief Fiscal Officer

**Department:** Administrative

**Reports To:** Maysville Local Board of Education

**Approved By:** Maysville Local Board of Education

**Contract:** As provided by Board of Education; salary and benefits will be commensurate with experience and qualifications.

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## Position Summary

The Treasurer serves as the Chief Fiscal Officer of the Maysville Local School District and Secretary to the Board of Education, as defined by Ohio Revised Code. The Treasurer is responsible for the overall management, stewardship, and reporting of district financial resources, ensuring fiscal integrity, transparency, and compliance with all applicable federal, state, and local laws and regulations. The position provides strategic financial leadership to support district goals and long-term sustainability.

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## Essential Duties and Responsibilities

The following duties are representative and not all-inclusive. Other duties may be assigned by the Board of Education.

## Financial Management & Compliance

- Serve as custodian of all district funds, accounts, and financial records in accordance with Ohio Revised Code and Board policy.
- Ensure compliance with federal, state, and local fiscal requirements, including audits, reporting deadlines, and internal controls.
- Oversee receipt, disbursement, banking, investment, protection, and custody of district funds and financial instruments.
- Prepare and present monthly financial reports, annual financial statements, and other required fiscal reports to the Board of Education and state agencies.
- Coordinate and oversee annual independent audits and respond to audit findings.

## **Budgeting & Forecasting**

- Develop, maintain, and present the annual budget and four-year forecast in collaboration with the Superintendent and administrative team.
- Analyze financial data to project revenues, expenditures, cash flow, and long-range financial position of the district.
- Advise the Board and Superintendent on financial trends, risks, and opportunities impacting district operations.

## **Investments & Debt Management**

- Manage district investments in accordance with Ohio law and Board-approved investment policies.
- Evaluate the need for procurement of funds and investment of surplus monies.
- Advise on short- and long-range financial planning, including capital projects, levies, and debt issuance.
- Execute and sign notes of indebtedness and financial instruments as authorized by the Board of Education.

## **Procurement & Operations**

- Oversee purchasing, bidding, and procurement processes to ensure efficiency, transparency, and legal compliance.
- Develop and maintain fiscal policies and procedures related to accounting, purchasing, payroll, and internal controls.
- Supervise and evaluate treasurer's office staff; provide leadership, training, and professional development.

## **Board & Community Relations**

- Serve as Secretary to the Board of Education, which includes assistance and input of meeting agendas, minutes, and official records.
  - Communicate complex financial information clearly to Board members, administrators, staff, and the public.
  - Support collective bargaining processes by providing accurate and timely financial data.
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# Qualifications

## Required Certifications & Licensure

- Possess or be eligible for a valid Ohio School Treasurer License as required by the Ohio Department of Education and Workforce.

## Education and Experience

- Bachelor's degree in accounting, finance, business administration, or a related field required.
- Prior experience in public-sector or school finance preferred.
- Equivalent combination of education, training, and experience as permitted by law.

## Knowledge, Skills, and Abilities

- Thorough knowledge of school finance, public budgeting, and governmental accounting standards.
- Strong analytical, organizational, and problem-solving skills.
- Ability to interpret and apply laws, rules, policies, and technical financial guidance.
- Proficiency in financial software systems, spreadsheets, databases, and standard office technology.
- Understanding of Ohio School Law, GAAP accounting, finance and state software programs.
- Ability to present financial data in simple, understandable terms and to use technology to ensure timely reports.
- Displays expertise with the annual audit process that results in responsible, accountable, and credible reporting.
- Addresses public records requests in a timely manner.
- Ability to manage employee benefits.
- Displays personal integrity, loyalty, leadership, good communication skills and the ability to work well with staff, the Superintendent, and the Board of Education.
- Ability to maintain confidentiality and exercise sound professional judgment.