

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TREASURER	File 103
Reports to:	Amherst Exempted Village School District Board of Education	
Job Objectives:	Serves as the district's chief fiscal officer and secretary to the board of education. Keeps the board informed about the district's financial status and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio treasurer's license.· Meets current Ohio Department of Education requirements.· Bachelor's degree in accounting or training/experience that meets the Ohio Department of Education treasurer's license requirements.· Qualified to obtain a board-approved treasurer's bond.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Experience with governmental fiscal operating procedures.· Proficiency in the use of automated financial data processing systems.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Serves as the board's fiscal adviser. Serves as custodian for all district funds. Recommends improvements that enhance district operations and/or financial accountability. Acts as the board's agent for signing authorized contracts.· Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Manages board communications. Receives, opens, and enters all required competitive bids into the board minutes.· Accepts summons served on the board.· Seeks legal opinions regarding the treasurer's responsibilities as needed.· Maintains visibility. Promotes a favorable image of the school district. Works with the board and community to maintain a strong commitment of financial support.· Builds community partnerships that enhance district programs and services.· Participates in the selection and orientation of treasurer's office staff. Makes hiring recommendations to the board.· Maintains accurate records of all financial transactions. Arranges depository contracts with eligible banking institutions. Follows board-approved procedures to achieve a favorable return on financial investments. Works cooperatively with auditors.· Works with the superintendent to prepare the tax budget and annual appropriations measure. Reviews borrowing needs and administers debt programs.· Oversees the timely collection of accounts receivable. Complies with ORC five-year forecasting requirements. Recommends appropriation modifications, transfers, and advances.· Supervises fiscal control of budgetary accounts. Authorizes purchase orders, receives invoices, and processes payments. Signs checks. Certifies the availability of funds as required by the Ohio Revised Code.· Conducts in-service training sessions as needed to keep district staff up-to-date with financial accountability procedures.	

- Prepares annual financial reports following generally accepted accounting principles (GAAP).
- Reviews and certifies all financial reports to the state department of education.
- Periodically requests state permission and discards archived records following the records retention and disposal schedule adopted by the board.
- Works with the superintendent to prepare prospectus for bond sales.
- Administers insurance programs (e.g., property, liability, fleet, optional student plans, etc.).
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules. Prepares an end-of-year inventory report.
- Assists the board during employee bargaining negotiations.
- Oversees the preparation of authorized salary schedules and wage change notices.
- Maintains employee personnel files. Prepares employment contracts.
- Oversees the preparation of payrolls and all related records. Prepares severance pay calculations. Certifies reports for local, state, and federal agencies.
- Maintains unemployment and workers compensation files and reports.
- Administers employee benefit programs (e.g., medical/life insurance, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of personnel data for the educational management information system (EMIS) as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Helps administrators pursue funding opportunities. Assists with the preparation of grant and foundation applications.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed by the board of education.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Directs, supervises and evaluates treasurer’s office staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.