1.10 JOB DESCRIPTION - TREASURER

TITLE: Treasurer of the Board of Education

REPORTS TO: Board of Education and Local Superintendent

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Business Administration.
2. Experience in the field of bookkeeping and accounting.
3. Ability to exercise good judgment and get along with others.
4. Knowledge of Government Accounting and State and Federal Laws relating to school budgeting and finance.
5. A treasurer's license issued by the State Board of Education.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL:

To record and maintain all business of the Board of Education; be custodian and control disbursement of school monies; assist in preparing annual budget; keep Board informed of all monetary and correspondence activities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. The Treasurer serves as secretary to the Board of Education and keeps a correct journal of its proceedings (O.R.C. §3313.26).
2. Serves as treasurer to the Board of Education and performs all other duties as imposed by State statute (O.R.C. §3313.51).
3. Keeps official files of all correspondence and pertinent reports and bulletins.
4. Receives and answers, in accordance with Board action, all official correspondence.
5. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc. (O.R.C. §3313.46).
6. Executes conveyances made by the Board of Education together with the Board President (O.R.C. §3313.33).
7. Performs such administrative duties as may be deemed advisable by the Board of Education which are not in conflict with the statutory duties.
8. Attests signatures of President and/or Vice-President on all documents requiring their signature.
9. Deposits all public funds of the district received from all sources according to the Uniform Depository Act (O.R.C. §3313.51).
10. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services (O.R.C. §5705.412).
11. Signs all checks issued for the disbursement of school funds (O.R.C. §3313.51).
12. Performs the task of issuance and sale of bonds under the provisions of the Uniform Bond Act of Ohio.
13. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code (O.R.C. §135.14).
14. Keeps accounts of all school funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.

15. Prepares a monthly financial statement to the Board of Education showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation (O.R.C. §3313.29).
16. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press (O.R.C. §3313.29).
17. Compiles and files with the State Department of Education, State Auditor, and the Muskingum County Auditor all financial reports required by law.
18. Assists the Superintendent in the preparation of the annual budget.
19. Prepares the annual appropriation resolution in cooperation with the Superintendent.
20. Receives settlements for workbooks purchased on behalf of each school during the calendar year from all building principals.
21. Performs such other duties as directed by the Board of Education or required by law.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of the Treasurer.

TERMS OF EMPLOYMENT:

Salary and contract to be established at the organizational meetings of the Board of Education. As required by law, the Board will appoint an individual to serve as Treasurer, who will be the chief fiscal officer of the District. The Treasurer shall hold a valid license, unless the Treasurer is an "otherwise qualified treasurer."

Except as otherwise expressly required by law, the Board's employment and non---renewal of the Treasurer shall be governed by this policy. The Treasurer shall be appointed at a regular or special meeting of the Board for a term not longer than five (5) years beginning the first day of August and ending the thirty---first of July. The Treasurer may not be a member of the Board of Education or otherwise regularly employed by the Board. A vacancy occurring in the office of the Treasurer during the term thereof shall be filled by the appointment of a successor for a term not to exceed five (5) years from the preceding first day of August.

If the Board does not intend to re-appoint the Treasurer, it will notify the Treasurer in writing of such intention on or before the first day of March of the year in which his/her contract of employment expires. If the Board does not give such notice by the specified date, the Treasurer is considered re---employed for a term of one (1) year at the same salary plus any increments authorized by the Board.

The Board shall execute a written contract with the Treasurer. The duties of the Treasurer shall be those outlined in O.R.C. §§3313.22 to 3313.32, inclusive, and the job description adopted by the Board.

A bond in an amount determined by the Board and payable to the state of Ohio shall be deposited by the Treasurer with the President of the Board and a certified copy filed with the County Auditor. The premium of such bond shall be paid by the Board of Education.