



## **ADMINISTRATIVE JOB DESCRIPTION OF SCHOOL TREASURER**

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### **QUALIFICATIONS:**

1. Bachelor's Degree or higher in the area of accounting, school business management, or related fields.
2. Preparation and/or experience in the area of fiscal management for a medium to large size organization/company.
3. School Treasurer's License.

### **JOB GOAL**

To manage the handling of school district money, enabling the Board to concentrate maximum attention towards the development of policy, the central challenge of education, and the generalized overall effective operation of the school district.

### **REPORTS TO:**

Board of Education

### **SUPERVISES:**

All Treasurers' Department Staff

### **TREASURER PERFORMANCE RESPONSIBILITIES:**

1. Serves as Treasurer and chief fiscal officer to the Board of Education.
2. Coordinates district finance with the county auditor and county treasurer.
3. Projects revenues available to school district.
4. Works cooperatively with the Superintendent in preparation of the annual appropriation resolution and spending plan for the school district.
5. Manages the district investment program.
6. Directs and manages all district accounting programs and systems as prescribed by the bureau of inspection.

7. Coordinates data processing services for financial accounting, personnel and student services.
8. Coordinates data processing and telecommunication equipment purchases and maintenance.
9. Provides the necessary certification as required by Sections 5705.46 and 5705.412 of the Revised Code as they relate to available funds.
10. Provides the necessary certification of all other necessary documents for the Board of Education.
11. Provides monthly report of accounts and funds to the Superintendent and Board of Education.
12. Serves as secretary to the Board of Education.
13. Records official proceedings of all Board meetings in the minute book.
14. Works cooperatively with Superintendent and the Board in the development of Board meeting agendas.
15. Advises the Board and Superintendent in matters of elections and bond referendums.
16. Works with district's legal advisor when necessary.
17. Serves as advisor to the Board and the Superintendent in matters related to fiscal management.
18. Serves on policy team component of the management team.
19. Maintains a system of control for inventories of equipment.
20. Serves as a consultant for personnel negotiations.
21. Assists in the preparation of the annual budget and appropriations.
22. Administers and manages the school system insurance program, building/contents, school buses and other vehicles.
23. Maintains current system-wide inventory of all equipment, furniture and supplies. Updates annual facility and equipment statement of values.
24. Manages and negotiates contracts involving special facilities and services.
25. To arrange all short and long term building fund financing.
26. Works cooperatively with the Board of Education and Superintendent to prepare and file the districts five (5) year forecast as required by law.

27. Coordinates annual audit and preparation of Comprehensive Annual Financial Report (CAFR).
28. Performs such other related duties as may be assigned by the Board of Education.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**TERMS OF EMPLOYMENT:** As established by the Board of Education

Salary: As established by the Board of Education

*The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*

03/14/07