

TRI-COUNTY NORTH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TREASURER**

File 102

Reports to: Tri-County North Local School District Board of Education

Job Objectives: Serves as the board's fiscal adviser and secretary to the board of education. Keeps the superintendent and board informed about the district's financial status and emerging issues.

Minimum Qualifications:

- Bachelor's degree in accounting or alternative training/experience that meet state 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.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Experience with governmental fiscal operating procedures.
- Willing to learn and develop technology skills that support job functions.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the chief fiscal officer and custodian of district funds. Maintains accurate financial records. Recommends operational improvements that enhance the district's fiscal accountability.
- Arranges depository contracts with eligible banking institutions. Follows board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.
- Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
- Acts as the board's agent for signing authorized contracts.
- Seeks legal opinions regarding the treasurer's responsibilities as needed.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Establishes time lines and implements proactive strategies to accomplish identified organizational objectives. Helps resolve problems.
- Promotes the district's mission, philosophy, and vision. Serves as a board liaison to the community. Maintains open and effective communications.
- Collaborates with the board and superintendent to prepare tax budget and annual appropriation measures. Reviews borrowing needs and administers debt programs.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the school community to maintain a strong commitment of support for the district.
- Participates in short/long-range planning activities to ensure that adequate facilities are provided to achieve district goals. Helps prepare prospectus for bond sales.
- Encourages program innovations. Pursues funding. Helps prepare grant/foundation applications.
- Implements funded proposals and complies with reporting requirements.
- Participates in the selection and orientation of treasurer's office staff.
- Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff as needed.
- Enforces all applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).
- Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.
- Supervises fiscal control of budgetary accounts. Receives, opens, and documents competitive bids. Authorizes purchase orders. Certifies the availability of funds as required by law. Receives invoices. Processes payments. Signs checks.
- Manages insurance programs (e.g., property, liability, fleet, student, etc.).
- Assists the board during employee bargaining negotiations.
- Oversees the preparation of authorized salary schedules, wage change notices, and employment contracts.

- Maintains personnel files. Oversees the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
- Conducts in-service training sessions to update staff on financial accountability procedures.
- Directs the accurate and timely completion of reports, records, and inventories.
- Reviews and certifies all financial reports to the state department of education.
- Supervises the collection, entry, and verification of program data as directed.
- Prepares annual financial reports following generally accepted accounting principles (GAAP).
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules. Prepares an end-of-year inventory report.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes a safe, efficient, and effective work/learning environment. Monitors and addresses safety concerns. Works with interested individuals to eliminate unacceptable risks.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Participates in personal growth opportunities that advance professional and district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

**Abilities
Required:**

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

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates staff as authorized by board policy, administrative guidelines, 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 riding in/or operating 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 under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tri-County North Local School District Board of Education.

The Tri-County North Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Revised: 7/04 **Adopted:** 9/04