

**TRI-COUNTY NORTH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>TREASURER</b>	<b>File 102</b>
<b>Reports to:</b>	Tri-County North Local School District Board of Education	
<b>Job Objectives:</b>		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.
<b>Minimum Qualifications:</b>		<ul style="list-style-type: none"><li>• Bachelor's degree in accounting or alternative training/experience that meet state department of education treasurer's license requirements.</li><li>• Qualified to obtain a board-approved treasurer's bond.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Experience with governmental fiscal operating procedures.</li><li>• Willing to learn and develop technology skills that support job functions.</li></ul>
<b>Essential Functions:</b>		<p>The following are typical work responsibilities. 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"><li>• 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.</li><li>• Arranges depository contracts with eligible banking institutions. Follows board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.</li><li>• 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.</li><li>• Acts as the board's agent for signing authorized contracts.</li><li>• Seeks legal opinions regarding the treasurer's responsibilities as needed.</li><li>• Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.</li><li>• Provides staff leadership and consensus development. Establishes time lines and implements proactive strategies to accomplish identified organizational objectives. Helps resolve problems.</li><li>• Promotes the district's mission, philosophy, and vision. Serves as a board liaison to the community. Maintains open and effective communications.</li><li>• Collaborates with the board and superintendent to prepare tax budget and annual appropriation measures. Reviews borrowing needs and administers debt programs.</li><li>• Monitors community demographics, resources, and emerging trends. Helps mobilize the school community to maintain a strong commitment of support for the district.</li><li>• Participates in short/long-range planning activities to ensure that adequate facilities are provided to achieve district goals. Helps prepare prospectus for bond sales.</li><li>• Encourages program innovations. Pursues funding. Helps prepare grant/foundation applications.</li><li>• Implements funded proposals and complies with reporting requirements.</li><li>• Participates in the selection and orientation of treasurer's office staff.</li><li>• Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff as needed.</li><li>• Enforces all applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).</li><li>• Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.</li><li>• 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.</li><li>• Manages insurance programs (e.g., property, liability, fleet, student, etc.).</li><li>• Assists the board during employee bargaining negotiations.</li><li>• Oversees the preparation of authorized salary schedules, wage change notices, and employment contracts.</li></ul>

- 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.