

Gahanna-Jefferson School District Position Description

Position Title:	Treasurer
Reports To:	Board of Education
FLSA Status:	Exempt
Revision Date:	July 31, 2019

SUMMARY: Serves as Chief Fiscal Officer and Secretary to the Board of Education. The Treasurer receives and classifies all monies, maintains proper accounting records and disburses public funds in accordance with applicable statutes and the budget and appropriations adopted by the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with the Board, staff, students and the community in a positive and respectful manner.
- Serves as Treasurer for all District funds.
- Acts as general accountant of the Board and preserves all accounts, vouchers and contracts relating to the District; accounts for the receipt and disbursement of cash and provides for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy.
- Attends all regular and special Board meetings and records accurately the minutes of those meetings; attends and participates in all Finance Committee meetings.
- Works effectively with the management team to develop and maintain financially sound accounting practices.
- Sets up and controls (maintains) an accounting system, including the establishment and supervision of internal accounting controls adequate to record in detail all financial transactions of the District.
- Processes requisitions and/or purchase orders for supplies and services, encumbers appropriate funds, and issues vouchers for payment of invoices for goods and services received.
- Receives, accounts for and disburses Federal and State funds.
- Administers insurance programs for the District.
- Requests advances of personal and real property taxes to insure positive cash flow and to maximize investment income.
- Remains cognizant of the fiscal position of the District so interim monies are properly invested and maximum interest earnings generated.
- Manages school banking activities and maintains a good working relationship with bank officials.
- Works closely with the Board of Education and Superintendent to determine the need for operating levies and bond issues. When a need is determined, oversees all necessary details in placing the issue before the voters in a manner prescribed by law.
- Supervises the sale of bonds and/or the issuance of notes, and insures that funds are available to retire bonds and notes.
- Assists with budget development and long-range planning.
- Prepares and presents monthly, calendar year and fiscal year financial statements and other financial reports as required by the Board of Education.
- Responsible for the efficient operation of the payroll function to insure proper personnel records and timely disbursement of the payroll.
- Co-signs with the President of the Board of Education on all contracts issued on behalf of the Board.
- Attends professional meetings and conferences that will enhance the operation of the Treasurer's Office and/or improve fiscal management procedures.
- Attends hearings conducted by the County Board of Tax Appeals on tax abatement and works with legal counsel and other administrators in the settlement of such matters.
- Coordinates the development, operation and supervision of all federal programs and state auxiliary service programs for non-public schools as approved by the Board.
- Works closely and cooperatively with auditors.
- Provides necessary financial information, in a timely manner, to the Board, administration and agencies of the state and federal governments.

- Furnishes appropriate fiscal certificates as required by state law.
- Is an integral part of the Board's negotiating team(s), prepares cost estimates relative to board proposals to ascertain whether they are within the limits of budgetary restraints; estimates the costs associated with proposals presented to the Board by bargaining units; works closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms.
- Analyzes the effectiveness of those District programs in his/her areas of responsibility and recommends changes in the program, staffing or management strategies as necessary.
- Meets deadlines that carry severe time constraints.
- Works irregular and extended hours as required.
- Maintains respect at all times for confidential information.
- Performs all related duties as required by the Ohio Revised Code and Board Policy, and such other duties as assigned by the Board of Education.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the overall direction, coordination and evaluation of staff in the Treasurer's Department in accordance with the organization's policies and applicable laws. Must interview, hire and train employees; plan, assign and direct their work; appraise and respond to their performance; increase the capabilities of the staff; and address complaints and help to resolve the problems. In all of these employee-based responsibilities, the skills of the Human Resources department should be included to compliment the decisions and actions of the Treasurer.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree and a minimum of five years of accounting experience, with some management experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Ohio Treasurer's license or demonstration of the ability to obtain an Ohio Treasurer's license per Ohio Revised Code Section 3313.22.

COMMUNICATION SKILLS:

- Must be able to read, analyze and interpret information relevant to the position, able to write reports, business correspondence and procedure manuals, and able to effectively present information and respond to questions from both internal and external groups.
- Should show professional tact and diplomacy when interacting with the Board, administrators, staff, parents and the community. The Treasurer should show continuous improvement in this area.

LEADERSHIP ABILITY:

- Must be able to articulate a fiscal vision and mission for the District, and provide appropriate direction, guidance and management skills to achieve them.
- Should anticipate problems and unforeseen events and respond to them appropriately as the financial advisor to the Board of Education. The Treasurer should show continuous improvement in this area.

POLICY AWARENESS:

- Must perform all facets of position with an awareness of all District requirements and Board of Education policies, as well as local, state and federal policies, regulations and laws.

REASONING ABILITY:

- Must be able to define problems, collect data, establish facts and draw valid conclusions, and able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

TECHNOLOGY SKILLS:

- Must be able to effectively use, as it applies to specific job functions, typical office applications and computer programs such as word processing, spreadsheets, email and presentations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with public and staff, and irregular or extended work hours. The employee is responsible for the safety, well-being and work output of others.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud; in the office, quiet; and at meetings, moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.