

**OBERLIN CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** TREASURER

**REPORTS TO:** Board of Education

**JOB OBJECTIVE:** Serves as the district's chief financial officer and secretary to the Board of Education. Keeps the Board informed about the district's financial status and emerging issues.

**MINIMUM QUALIFICATIONS:**

- Bachelor degree in Accounting, Business Administration or Finance
- A valid Treasurer's license issued by the Ohio Department of Education or able to obtain a license prior to employment.
- Qualified to obtain a board-approved treasurer's bond
- Documentation of a clear criminal record

**PREFERRED QUALIFICATIONS:**

- Proficient in personal computer skills including state software, excel spreadsheets and financial data processing systems
- Possess a strong background in public school administration
- A management style with a degree of success in facilities planning, utilization and construction
- Ability to communicate effectively in speech and writing

**ESSENTIAL FUNCTIONS:**

- Serves as the Secretary of the Board of Education, attends all meetings, records all votes and prepares and attests to all minutes of the meeting
- Prepares a realistic five year forecasts and monthly financial reports and explains concisely
- Receives, classifies, records and disburses all public funds in accordance with Ohio Revised Code and appropriations adopted by the Board of Education. Prepares and presents such special financial reports as necessary to meet all local, state and federal requirements. This includes GAAP financial statements as required by the Auditor of State and managing all financial audits
- Maintains strong working relationship with Superintendent, OOEA & OAPSE unions and Finance Committee
- Invests all active, interim and inactive funds in accordance with Ohio Revised Code and adopted Board policy
- Receives all requisitions and purchase orders, approves them as required by law and takes the necessary action to encumber the proper funds and arranges for payment of bills upon receipt of proper documentation and signs checks
- Receives, accounts for and disburses federal, state and local grant funds in accordance with the rules of the grant and the Ohio Revised Code
- Responsible for maintaining accurate inventory records
- Responsible for monthly balancing of all accounts
- Develops the annual appropriation measure and any subsequent amendments and presents to the Board of Education for approval
- Serves as a collaborative member of the district's leadership team
- Represents the Board of Education in the community in the area of school finance
- Responsible for all functions of the payroll and employee benefit programs. This includes records of all leave balances and attendance, Affordable Care Act reporting, Open Enrollment, Dependent Audits, Qualifying Events, COBRA administration and regular attendance, as requested, at health consortium meetings. Manages FMLA requests/leaves in association with the Superintendent. Responsible for managing workers' compensation and unemployment claims and paperwork
- Responsible for district insurance policies and managing claims
- Responsible for managing the district's public records request process
- Perform any and all other related duties as required by the Board of Education and the Ohio Revised Code

- Attends yearly professional development opportunities offered by NEOASBO, Legal Updates, and State/Regional Treasurer trainings which are critical to job performance
- Participate in all union and food services contract negotiations
- Provides leadership for and supervises the district Wellness Program
- Attends meetings with supervisor to align cost of food services with district goals.

#### **SUPERVISORY RESPONSIBILITY:**

- Participates in the selection and orientation of treasurer's office staff. Makes hiring recommendations to the Board.
- Supervises, evaluates, and provides opportunities for appropriate professional development for staff Assumes responsibility for staff duties in their absence
- Assumes responsibility for the results of duties delegated to staff
- The Treasurer will perform other such duties which from time to time may be assigned by the Oberlin Board of Education

---

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, or handicap.