

PLEASE POST

NOTICE OF VACANCY

CRESTWOOD LOCAL SCHOOL DISTRICT

TYPE: Regular
(regular or new position)

BUILDING: District
DAILY HOURS: _____

WEEKLY HOURS: _____

SALARY BASE: \$83,722 - \$102,057

APPLICATION MAY BE OBTAINED FROM: Applitrak on Crestwood website for internal applicants

APPLICATION MUST BE SUBMITTED TO: Crestwood Schools online application under employment on Crestwood website: crestwoodschoools.org

Beginning Date: May 24, 2019

Deadline Date: June 7, 2019
(or until filled)

TITLE OF POSITION OR CLASSIFICATION:

Treasurer

260 Day Contract

DESCRIPTIVE DUTIES:

Serve as the District's chief fiscal officer; assume responsibility for the receipt, safekeeping and disbursement of all district funds; and direct and manage all financial accounting programs and systems.

Essential Functions:

- Serve as Treasurer for all district funds
- Responsible for the receipts, safekeeping, and disbursement of all district funds
- Supervise the collection, safekeeping, and distribution of all funds
- Receive all moneys belonging to the district
- Pay out moneys on written order of designated official(s) of the Board
- Responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of district funds
- Serve as the chief fiscal officer
- Prepare and analyze all financial statements
- Prepare and submit a monthly financial accounting (as the Board may request or require) of all district funds (assets)
- Furnish appropriate fiscal certificates as required by Ohio law
- Direct and manage all financial accounting programs and systems
- Set up and maintain an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions

SKILLS TEST(S) WILL BE GIVEN DURING INTERVIEW PROCESS

- Responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and procedures prescribed by the auditor of state of all financial transactions
- Act as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the district; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
- Prepare payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
- Assist with budget development and long-range planning
- Cooperate with the Superintendent and Business Manager in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board
- Act as secretary of the Board
- Attend all meetings of the Board (unless properly excused by the Board)
- Record Board proceedings in the minutes and attest president's signature after Board approval; open, read and enter all bids in the minutes
- Execute conveyances of the Board
- Serve as a member of the district's records commission (together with the Superintendent and Board President)
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., personnel information and payroll records
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as spokesperson on fiscal matters
- Make all reports which are the result of the accounting function
- Make a full and complete itemized report of the finances of the district at the close of each fiscal year
- Provide necessary financial information in a timely manner to the Board, administration and agencies of the state and U.S. governments
- Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated account
- Recommend new accounting methods as necessary and/or desirable
- Responsible for the detailed recording of all school financial transactions in appropriate journals and subsidiary ledgers
- Supervise the preparation of studies establishing, appraising and/or improving financial procedures and internal controls
- Cooperate with the Superintendent and Business Manager in preparing prospectus for bond sales
- Act as an integral part of the Board's negotiating teams; assist the Business Manager in preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints; estimate the costs associated with proposals presented to the Board by bargaining units; work 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
- Work closely and cooperatively with auditors
- Compile and preserve all official records and reports of the Board
- Notify board of elections of changes in district boundaries
- Accept summons served on the board of elections
- Conduct auctions of Board real and personal property
- Supervise the mailing or delivering of meeting agendas and meeting minutes to Board members
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Board of Education

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Five to ten years related experience
- Appropriate State of Ohio certification/license

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- Such alternatives to the above qualifications as the Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of accounting software and spreadsheet software
- Ability to research, comprehend and interpret applicable laws
- Knowledge of accounting principles and financial statements
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge and training in government and revenue accounting
- Records management skills
- Experience in payroll and accounts payable procedures
- Knowledge and experience with health care benefits administration
- Ability to supervise and direct employees
- Knowledge and experience with school district investments

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