

JOB DESCRIPTION – TREASURER

TITLE: Treasurer

PURPOSE: Records and maintains all business of the Board; acts as a custodian of and controls disbursement of school monies; assists in preparing the annual budget; keeps Board informed of all monetary and correspondence activities.

SUPERVISOR: Board of Education

POSTING DEADLINE: 2/26/2021

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree in Accounting or Business Administration.
- B. Experience in the field of bookkeeping and accounting.
- C. Ability to exercise good judgment and get along with others.
- D. Knowledge of Government Accounting and state and federal laws relating to school budgeting and finance.
- E. A treasurer's license issued by the State Board of Education.
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- G. A record free of criminal violations that would prohibit public school employment.
- H. Complies with the Board's drug and alcohol policies.

ESSENTIAL FUNCTIONS:

The following essential functions represent the fundamental job duties of the employment position. If, through reasonable accommodation, a disabled person can substantially perform the essential functions of the job, such accommodation may be made.

- A. Serves as a secretary to the Board and keeps a correct journal of its proceedings.

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- B. Serves as treasurer to the Board and performs all other duties as imposed by state statute.
- C. Keeps official files of all correspondence and pertinent reports and bulletins.
- D. Receives and answers, in accordance with Board action, all official correspondence.
- E. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc.
- F. Executes conveyances made by the Board, together with the Board President.
- G. Performs such administrative duties as may be deemed advisable by the Board which are not in conflict with the statutory duties.
- H. Attests signatures of President and/or Vice-President on all documents requiring their signature.
- I. Deposits all public funds of the District received from all sources according to the Uniform Depository Act.
- J. Signs purchase orders and contracts therein certifying that sufficient monies are either in the treasury or in the process of collection to pay for materials and/or services.
- K. Signs all checks issued for the disbursement of school funds.
- L. Performs the task of issuance and sale of bonds under the provisions of the Uniform Bond Act of Ohio.
- M. Arranges for the investment of surplus funds, if any, under the provisions of the Ohio Revised Code.
- N. Keeps accounts of all school funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
- O. Prepares a monthly financial statement to the Board showing revenues, expenditures, encumbrances, and balances remaining in each sub-account of the appropriation.
- P. Prepares the annual financial statement at the end of each fiscal year and publishes such in the press.
- Q. Compiles and files with the State Department of Education, State Auditor, and the County Auditor all financial reports required by law.
- R. Assists the Superintendent in the preparation of the annual budget.
- S. Prepares the annual appropriation resolution in cooperation with the Superintendent.

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- T. Receives settlements for workbooks purchased on behalf of each school during the calendar year from all building principals.
- U. Performs such other duties as directed by the Board or required by law.

PERFORMANCE EXPECTATIONS:

It is critical for the employee occupying this position to demonstrate the following skills and characteristics when performing the essential functions of the job:

- A. Provides positive and enthusiastic leadership.
- B. Competently organizes and prioritizes assigned duties and tasks.
- C. Maintains a satisfactory attendance record and exhibits punctuality.
- D. Effectively communicates with staff, students, and parents.
- E. Interprets information quickly and accurately and delivers effective responses.
- F. Demonstrates professionalism in all forms of communication and interactions.

WORKING CONDITIONS:

The employee may be required to perform the essential functions of the job under the following conditions and by completing tasks of the following nature:

- A. Operating or traveling as a passenger in a motor vehicle.
- B. Substantial amounts of paperwork and regular telephone contact.
- C. Working beyond regularly-scheduled business hours and on weekends.
- D. Completing duties under strict timelines.
- E. Exposure to risk of contact with communicable diseases and blood-borne pathogens.
- F. Interaction with disorderly and potentially hostile students and members of the community.

EVALUATION:

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Performance will be evaluated in accordance with Board policy.

SALARY: Commensurate with experience

STARTING DATE: Sometime in April

EQUAL OPPORTUNITY EMPLOYMENT:

The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.

DISCLAIMER:

The functions described in this job description are not the only functions required to be performed by an individual filling the position. The minimum qualifications listed in this job description are not the only qualifications upon which a hiring determination may be based. This job description may be revised at any time in accordance with the needs of the District, as determined by the Board.

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