

# *Educational Service Center of Medina County*

## **Job Description**

**Title:**        **Treasurer**

**Reports To:**    Governing Board

**Supervises:**    Staff members assigned to fiscal office

**FLSA Status:** EXEMPT

**Qualifications:**

- Holds a valid treasurer's license/certificate.
- Possesses all additional qualifications as specified in law.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

**Description:**

To serve as the Educational Service Center's chief financial officer: assume responsibility for the receipt, safekeeping, and disbursement of all district funds; direct and manage all financial accounting programs and systems.

**Key Functions:**

**Chief Fiscal Officer of the ESC:**

1. Directs assigned employees who are directly engaged in day-to-day fiscal operations of the ESC.
2. Interviews, selects, and trains employees directly engaged in the day-to-day fiscal operations of the ESC.
3. Monitors hours of work for employees engaged in day-to-day fiscal operations of the ESC.
4. Disciplines employees directly engaged in day-to-day fiscal operations of the ESC in conjunction with the Superintendent.
5. Apportions work among employees directly engaged in day-to-day fiscal operations of the ESC.
6. Determines the type of equipment to be used in performing work or materials needed for employees directly engaged in day-to-day fiscal operations of the ESC.
7. Monitors work for legal or regulatory compliance.

### **Ethical and Professional Attributes and Behaviors:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Governing Board.

### **Vision, Continuous Improvement, and Focus of Work:**

1. Assists the Superintendent in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Chairs appropriate countywide committees.
4. Serves upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Serves as a member of the Service Center's Administrative Team.
7. Researches, writes, and administers grants that are related to the Service Center or its customers.
8. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
9. Assists in the recruiting, interviewing, and orientation of new ESC employees.
10. ESC liaison with statewide committees and networks.

### **Essential Functions:**

1. Establishes and maintains long-range plans and prepares the annual budget based on Center resources and needs.
2. Ensures that all Center fiscal services comply with the laws and regulations of the State, the negotiated agreements and policies of the Board and rules of the Superintendent.

3. Analyzes the effectiveness of Center programs in his/her areas of responsibility and recommends changes in program, staffing or management strategies as necessary.
4. Develops personal capabilities in financial strategies and supervisory methods.
5. Increases the efficient use of resources toward the achievement of Center goals.
6. Works cooperatively with the administrative staff towards the achievement of Center objectives.
7. Helps interpret the budget and the Center affairs under his/her supervision to interested members of the school community.
8. Calls special meetings of the Board.
9. Signs all checks of the Board.
10. Records the proceedings of each meeting of the Board.
11. Notifies the Board of Elections of all changes in boundaries of the ESC.
12. Deducts from the wages and salaries of employees amounts authorized by the employees and the Board.
13. Produces all money, bonds and securities in his/her hands at the expiration of his/her term.
14. Delivers all books and papers in his/her hands to his/her successor at the expiration of his/her term.
15. Keeps an account of all Center funds and maintains all records pertaining thereto in the manner described by law.
16. Renders a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board.
17. Executes all conveyances of the Board.

**Management as the Primary Duty of the Position:**

1. Directs and assigns employees.
2. Provides genuine input into the interviews, selection, and training of employees.
3. Provides genuine input into the hours of work for employees.
4. Provides genuine input into the discipline of employees.
5. Apportions work among employees.
6. Determines the type of equipment to be used in performing work or materials needed for employees.
7. Monitors work for legal or regulatory compliance.

**Other Duties and Responsibilities:**

1. The Treasurer shall be directly responsible to the Governing Board for the performance of his/her legally prescribed duties and responsibilities and to the Superintendent for the performance of his/her assigned duties and responsibilities. He/She shall have direct supervisory responsibility for the activities of all classified staff assigned to him/her, and shall provide advice and guidance to said staff. Observation of his/her performance and preparation of performance reports shall be the responsibility of the Governing Board.
2. If the services of the Treasurer are found to be unsatisfactory to the Board, he/she shall be notified by the Board.
3. If his/her services continue to be unsatisfactory, the Treasurer shall be notified in writing by the Board, of the Board's intent, at the expiration of his/her contract, that his/her services will not be renewed.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted: November 19, 2012**  
**Revised Governing Board Adopted: July 23, 2018**  
**Revised by Governing Board: November 19, 2018**