

Educational Service Center of Medina County

Job Description

<u>Title:</u>	Treasurer
<u>Reports To:</u>	Board of Education
<u>Employment Status:</u>	Full-time
<u>FLSA Status:</u>	Exempt

Qualifications:

- State of Ohio Treasurer's License
- Valid Driver's License
- Demonstrates a sincere desire to aid all customers, students, staff, and the community
- Exemplary attendance record and high integrity
- Ability to obtain fidelity bond
- Maintain confidentiality of privileged information

Description:

As secretary for the Board of Education, the Treasurer is required to record and maintain minutes of the Board of Education meetings and provide such secretarial services as the Board may require.

The Treasurer has the responsibility of Chief Fiscal Officer of the Educational Service Center. This includes the receipt, accounting, investment, and disbursement of all public funds as required by law and in accordance with Board regulations and policies.

Ohio Revised Code Sections 3313.22 through 3313.43 prescribes the duties of the Treasurer, who is appointed by the Board and, as such, is controlled by and is directly responsible to the Board of Education.

Essential Functions:

1. Current fidelity bond must be on file and available for review by the State Auditor.
2. Attends all regular and special Board of Education meetings as required.
3. Issues public notification of the date and time of all Board of Education meetings.
4. Records and maintains minutes of the Board of Education meetings, and prepares and distributes the minutes of each meeting. (O.R.C. 3313.26)
5. Responsible for maintenance of adequate filing systems for Board business and Board transactions.
6. Responsible for handling of communications and correspondence for the Board.(O.R.C. 3313.26)

7. Serves as custodian of all public records with the exception of certain personnel records. The records of the Board entrusted to the Treasurer shall be available upon public request for inspection during regular office hours. Upon public request, copies of public records shall be provided a cost as determined by Board policy, in a timely manner.
8. Responsible for receiving and making deposits of all public funds of the District within a (24) hour period.
9. Along with the President of the Board, the Treasurer will sign all contracts. Prepare salary notices issued by the Board of Education and maintains records of retirement contributions.
10. Issue a certification of availability of funds with all purchase orders.
11. Responsible for processing all purchase orders; receive and pay all invoices.
12. Signs all checks issued for the disbursement of school funds.
13. Responsible for the maintenance of a complete and systematic set of financial records according to the State of Ohio statute and the Auditor of the State of Ohio.
14. Responsible for efficient operation of payroll distribution. Prepares and maintains earnings, deductions, and similar personnel payment records.
15. Serves as official custodian of fiscal records of all Federal and State programs
16. Prepare all financial reports as required by law or requested by the Ohio Department of Education. (O.R.C.3313.29)
17. Renders monthly and year-end financial statements to the Board. (O.R.C. 3319.29)
18. Exercises authorized investment method for the most advantageous investment return and provides for the safekeeping of invest funds and securities.
19. Prepare advertisements of all legal notices concerning the Board.
20. Record keeping of sick leave, personal leave, and vacation records for all employees.
21. Pay salaries only to such Licensed personnel who have been properly certified by the Superintendent and approved by the Board, to teach in the position to which they are appointed.
22. Pay salaries to all classified personnel and, when required, are properly licensed and certified by the Superintendent and approved by the Board.
23. In cooperation with the Superintendent develops, presents, and files the annual budget, appropriation resolution, and spending plan with the Board of Education and appropriate agencies, according to prescribed statutory dates.
24. Prepares a long-range financial projection with Superintendent for the Board's Review.
25. Keeps the Board informed of new and potential legislation affecting financial operations.
26. Arrange for depository contracts with eligible banking institutions through legal procedures in line with the Uniform Depository Act and Board Policy.
27. Works cooperatively with the Superintendent to prepare Educational Service Agreements. Prepare invoices for school districts for Educational Service Agreements.
28. Provides staff members information concerning insurance benefits, retirement provisions, local tax laws, provision of sick leave, personal leave, vacation leave policies, and other pertinent information concerning fringe benefits provided by the Board.
29. Upon action of the Board, issues written notice of intention not to reemploy certificated and classified (support) staff employees of the Board in line with statutory requirements.
30. Is responsible for filing all documents required for the following:
 - a. Federal and State Programs

- b. Special Education funds
- c. State Transportation funds
- 31. Supervises and evaluates personnel in the Treasurer’s Office.
- 32. Issues annual GAAP reports for the Educational Service Center of Medina County.
- 33. Direct and assign employees who are engaged in the day to day fiscal operations of the Educational Service Center, as designated by the Board.
- 34. Maintains proper State certification as School Treasurer.

Other Duties and Responsibilities

- 1. Maintains established office hours
- 2. Demonstrates professionalism in both appearance and manner.
- 3. Serves as an integral part of the central office management team, providing financial data and insight into the decision-making process.
- 4. Works cooperatively with the Superintendent, fellow administrators, other employees, and customers of the Educational Service Center.
- 5. Discharge all other duties as required by law or by the discretion of the Board.

Additional Working Conditions:

- 1. An evaluation of the Treasurer’s job performance will be conducted by the Board of Education annually as prescribed by law.
- 2. Occasional operation of a vehicle under inclement weather conditions.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Board.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education and the requirements of the State of Ohio.

Date

President, ESC of Medina County

Vice President, ESC of Medina County

My signature below signified I have reviewed the contents of my job description and I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Board of Education Policy manual.

Date

Treasurer