Book: Policy Manual

Section: SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Title: Qualifications and Duties of the Treasurer

Code: BCC

Status: Active

Adopted: October 25, 2004

Last Revised: December 16, 2019

Department: Administration
Building/Facility: Central Office
Reports to: Board of Education
Employment Status: Regular/Full-time
FLSA Status: Exempt

General Description: Serve as the District'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.

Essential Functions:
1. Attend all Board meetings
2. Record proceedings of Board meetings
3. Prepare annual budget and appropriations resolution with assistance of the Superintendent
4. Receive, deposit and account for all school funds of the District
5. Adhere to purchase order system with purchase order to be approved by the Treasurer only on a "funds available" basis
6. Render monthly statement to the Board and, as needed, to the Superintendent
7. Sign all checks in accordance with law
8. Make available to members of the Board or administration all papers and documents entrusted to the Treasurer for filing for public inspection whenever necessary and as prescribed by law
9. Keep on record for the Board's information a complete listing of all insurance policies and premiums on all District properties
10. Complete and file at proper times all forms, reports, papers and other requirements as prescribed by the Auditor of State, Ohio Department of Education, or other state or local agencies
11. Prepare and maintain on file all employee contracts
12. Receive all moneys belonging to the District, including payment of taxes from county treasurer
13. Investment of idle District funds
14. Prepare and submit monthly report on the District's fiscal status
15. Render full annual report at the end of each fiscal year
16. Supervise staff members of the Treasurer's office
17. Maintain filing system for Board business and transactions
18. Handle communications and correspondence for the Board
19. Prepare salary notices
20. maintain record of retirement contributions
21. prepare all purchase orders
22. certify all purchase orders and requisitions for supplies and services
23. maintain complete and systematic set of financial records
24. record all sick leave, personal leave and vacation leave for all employees
25. prepare advertisement of all legal notices concerning Board business
26. prepare long-range financial projections with the Superintendent for the Board
27. act as financial resource person for the Board’s negotiating team and at all public meetings
28. provide and counsel staff members in areas of insurance benefits, retirement provisions, local tax laws, provisions of sick leave policy and other information concerning fringe benefits
29. prepare necessary paperwork for operating levies and bond issues
30. make contacts with the public with tact and diplomacy
31. maintain respect at all times for confidential information, e.g., personnel information
32. interact in positive manner with staff, students and parents
33. promote good public relations by personal appearance, attitude and conversation
34. attend meetings and in-services as required

Other Duties and Responsibilities:
1. evaluate staff members of the Treasurer’s office
2. prepare and issue written notice of intention not to re-employ professional and support staff
3. respond to routine questions and requests in appropriate manner
4. cooperate with the Superintendent in development and implementation of administrative and Board policies
5. attend meetings and conferences designed to enhance professional qualifications
6. serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
7. instill in students belief in and practice of ethical principles and democratic values
8. perform other duties as assigned

Qualifications:
1. state of Ohio Treasurer’s license
2. degree in accounting, business management or related field from accredited college or university
3. formal training/experience in accounting and fiscal procedures
4. alternatives to above qualifications as the Board may find appropriate

Required Knowledge, Skills and Abilities:
1. knowledge of accounting principles, financial statements and investments
2. ability to research, comprehend and interpret applicable laws
3. knowledge of accounting software
4. organizational and problem-solving skills
5. ability to work effectively with others
6. ability to communicate ideas and directives clearly and effectively, both orally and in writing
7. effective, active listening skills
8. records management skills
9. experience in payroll and accounts payable procedures

Equipment Operated:
1. computer/printer
2. calculator
3. copy machine
4. fax machine
5. telephone

Additional Working Conditions:
1. occasional travel
2. occasional evening and/or weekend work
3. requirement to lift, carry, push and pull various items
4. repetitive hand motion
5. occasional exposure to blood, bodily fluids and tissue
6. occasional interaction among unruly children
7. regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel and stoop

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor/appointing authority.

___________________________________________________ ____________________
Board President Signature                                                              Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

___________________________________________________ ____________________
Treasurer Signature                                                                        Date

LEGAL REFS.: ORC 131.18
3301.074
3311.19
3313.14; 3313.15; 3313.22; 3313.24; 3313.26 through 3313.32; 3313.51 5705.41; 5705.412; 5705.45

NOTE: Many other sections of the law also set forth duties of the treasurer. The treasurer’s job description is usually presented as policy in a local district’s policy manual because the person serving in this capacity is appointed by and reports directly to the board; however, some districts treat the job description as a board-approved regulation. This policy can be customized to meet local needs.

Cross References
BCCA - Incapacity of the Treasurer
BCCB - Evaluation of the Treasurer
BDDG - Minutes
DFA - Revenues from Investments
DH - Bonded Employees and Officers
BCCC - Treasurer's Contract
Book          Policy Manual
Section       SECTION A: FOUNDATIONS AND BASIC COMMITMENTS
Title         Evaluation of the Treasurer
Code          AFBA
Status        Active
Adopted       October 25, 2018

The Board evaluates the performance of the Treasurer in order to assist both the Board and the Treasurer in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The objectives of the Board’s evaluation are to:

1. promote professional excellence and improve the skills of the Treasurer;
2. improve the quality of District business practices and
3. provide a basis for the review of the Treasurer’s performance.

Criteria for the evaluation of the Treasurer are based upon the Treasurer’s job description and relate directly to each of the tasks described. The job description and any revisions thereto are developed in consultation with the Treasurer and Superintendent and adopted by the Board.

Evaluation criteria are reviewed as necessary or as requested by the Treasurer, but not less frequently than annually. Any proposed revision of the evaluation criteria shall be provided to the Treasurer for his/her comments before its adoption.

LEGAL REFS.:
ORC  3301.074; 3313.22
OAC  Chapter 3301-5

Cross References  
AF - Commitment to Accomplishment
BCC - Qualifications and Duties of the Treasurer
BCCA - Incapacity of the Treasurer
The appointment of the Treasurer is secured through a written agreement stating the terms of the contract. The contract meets all State requirements and protects the rights of both the Board and the Treasurer.

The Treasurer is appointed for a term not to exceed five years. The initial contract can be for not less than one year or more than five years. The term commences on August 1 and continues through July 31 of the year in which the contract expires.

Salary and benefits are determined by the Board at the time of the appointment and are reviewed by the Board each year. The Treasurer’s salary may be increased or decreased during his/her term of office. However, any decrease must be part of a “uniform plan” affecting salaries of all District employees.

The termination procedures that currently apply to teachers and other administrators requiring a due process hearing, now apply to the Treasurer.

If the Board intends to non-renew the Treasurer’s contract, notice in writing of the intended non-renewal must be given to the Treasurer on or before March 1 of the year in which the contract expires.

The Board may permit an individual who does not hold a valid Treasurer’s license to serve as District Treasurer as long as the individual meets the qualifications for licensure and has applied for a license but has not yet received the State Board of Education’s decision.

Nothing in this policy shall prevent the Board from making the final determination regarding renewal or non-renewal of the Treasurer’s contract.

LEGAL REFS:
ORC 330 1.074; 3313.22 et. Seq.; 3313.31; 3319.01; 3319.04

NOTE:
House Bill 671 provides temporary provisions for the transition from contracts entered into under current law but expiring after the bill takes effect. According to law, a Treasurer whose contract expires on or before January 31, 2008, may be re-employed any time prior to October 31, 2007, or if the Board intends not to renew the Treasurer’s contract, it must give written notice by that latter date.

A Treasurer whose contract expires after January 31, 2008, may be re-employed just as provided under permanent law amended by the bill, except that the new contract starts the day after the Treasurer’s
current contract expires, instead of August 1. If the Board intends not to renew a contract expiring after January 31, 2008, it must give written notice by March 1 of the year the contract expires.

If the Board does not re-employ a Treasurer who was employed under current law, the successor may be appointed at any regular or special meeting prior to the expiration of the current Treasurer’s contract. The successor’s term begins the day after the current Treasurer’s term expires and ends July 31, 2008, 2009, 2010, 2011, 2012 or 2013, but may not exceed five years. Thereafter, the appointment and terms of office of the Treasurer must be in accordance with the bill’s permanent provisions.

Cross References

AFBA - Evaluation of the Treasurer
BCC - Qualifications and Duties of the Treasurer
BCCA - Incapacity of the Treasurer
BCCB - Evaluation of the Treasurer