

POSITION: Treasurer / CFO

REPORTS TO: Board of Education

EMPLOYMENT STATUS: Regular/Full-time

FLSA Status: Exempt

DESCRIPTION: 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, and maintaining compliance with local, state, and federal laws.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

Financial Management and Reporting:

- Serve as Treasurer for all district funds, managing receipts, safekeeping, and disbursement of all funds.
- Prepare, analyze, and submit monthly financial statements and end-of-year reports.
- Develop and maintain an accounting system with robust internal controls and accurate financial records.
- Prepare payroll, including deductions, reports, and warrants to appropriate agencies.
- Assist with budget development, including revenue projections and long-range financial planning.
- Oversee audits and provide necessary financial documentation.

Budget and Grants Oversight:

- Collaborate with the Superintendent and Business Manager to prepare and implement the budget and appropriation resolution.
- Monitor and control spending within budget limitations and provide expenditure reports.
- Coordinate state and federal grant programs, including Drug-Free Grant oversight, and ensure compliance.
- Approve and review purchases related to federal and state programs, maintenance, transportation, and cafeterias.

Supervision and Personnel Management:

- Supervise and evaluate Assistant Treasurer, Administrative Assistants assigned to the Treasurer's Office, EMIS Coordinator.
- Review applications for Treasurer's office personnel, conduct interviews, and make employment recommendations.
- Provide training and in-service programs for Treasurer's Office personnel as needed.

Operations and Compliance:

- Maintain district inventories, blueprints, and architectural plans.
- Serve as Prevailing Wage Coordinator and EMIS Coordinator for student and personnel data.

- Ensure compliance with health regulations and state/federal reporting requirements, including Excess Cost and catastrophic cost reports.
- Act as a liaison with the City and other stakeholders on mutual concerns and initiatives.

Insurance

- District's Health Care Benefits: Responsible for the maintaining and the administration of the district's Health Care benefits in accordance with Board approved contracts. The Treasurer is expected to attend all district health consortium meetings and to make recommendations to the Board when needed.
- Liability and Property Casualty: Responsible for the maintaining of the district's Liability and Property Casualty Insurance at appropriate levels to minimize loss exposure.

Investment Management

- Oversee the district's investments, ensuring proper diversification and maximizing returns.

Negotiations

- The Treasurer serves as an integral member of the Board negotiations team. The Treasurer is expected to provide the financial impact of multiple proposals given and received at any one time in order for the negotiating team and the Board of Education the ability to make sound financial decisions.

Board of Education Support:

- Attend all Board meetings, record proceedings, and provide fiscal certificates as required by law.
- Prepare informational materials for presentations and public communications.
- Compile and preserve official records and reports of the Board.
- Supervise the delivery of meeting agendas and meeting minutes to Board members

Public Relations and Communication:

- Develop and distribute newsletters, annual reports, and other communications to inform stakeholders of financial matters
- Plan, coordinate, and evaluate programs aimed at engaging the community and enhancing public relations.
- Assist Central Office Personnel with residency and custody issues and maintain contracts for non-special education tuition students.
- Respond to routine questions and public record requests in an appropriate manner

Other Duties and Responsibilities:

- Serve as a role model for ethical financial practices and maintain confidentiality.
- Perform additional duties as assigned by the Board of Education.

Qualifications:

- Valid Ohio Treasurer's License
- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Five to ten years of related experience
- Appropriate State of Ohio certification/license
- Knowledge of accounting principles, financial statements, and school district fiscal operations
- Proficiency with accounting software, spreadsheets, and government/revenue accounting practices

- Ability to supervise and direct employees, including effective communication and organizational skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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

Equipment Operated:

- Computer
- Printer
- Copy machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent regular requirement to sit, stand, walk, reach, stretch with hands and arms, kneel, climb, and stoop
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

Evaluation:

- Performance of this position will be evaluated annually in accordance with Board policy and applicable statutes.

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.

Approved by: Norton City Board of Education
Adoption Date: February 18, 2025