

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	TREASURER	REPORTS TO:	Board of Education
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- TRAINING QUALIFICATIONS**
- Bachelor's Degree in Accounting or Business Administration or
 - Associates Degree in Accounting or
 - Bachelor's Degree in a field other than Accounting or Business Administration
 - Valid Treasurer's certificate/license
 - At least three years experience as a Treasurer or person performing the functions of an Assistant Treasurer
 - Training or experience that include government accounting
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable

- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to specific job functions, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for one's own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions as required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a good attendance record
 - Promotes good social relationships as well as promotes good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations

- JOB GOAL**
- To manage all financial affairs of the school district in a business-like manner and in accordance with all statutory requirements; to procure all materials, equipment and services required by the school district by seeking the best quality for the least cost; to provide assistance to the Superintendent in the area of school business affairs or any other, as requested

- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**
- The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Work that may extend beyond the normal workday
 - Occasional exposure to blood, bodily fluids, and tissue

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Secretary to the Board of Education
 - a. Maintains an accurate journal of the proceedings of the Board of Education
 - b. Keeps official files on all correspondence and pertinent reports and bulletins relative to the Board of Education
 - c. Receives and answers in accordance with Board action all official correspondence relative to the Board of Education
 - d. Opens and reads aloud all sealed bids received for construction, repair, improvements, equipment, sale of bonds, etc. or designates someone
 - e. Attests signatures of president and/or vice-president on all documents requiring their signatures
 - f. Prepares bidding documents in cooperation with business manager including notice to bidders, instruction to bidders, specifications and forms of proposal; and conducts the opening of bids for the sale of bond issues, the awarding of construction or other contracts, the purchase of buses or other major items
2. Treasurer to the Board of Education
 - a. Prepares the final annual budget and appropriation resolution, once input has been coordinated with the superintendent, and administers the appropriations throughout the year
 - b. Receives and records all monies received by the district relative to the Board of Education
 - c. Records all expenditures of the district relative to the Board of Education
 - d. Posts and maintains all receipts and expenditures relative to the Board of Education
 - e. Issues purchase orders, handles accounts payable and communications with vendors relative to the Board of Education
 - f. Prepares and figures payroll concurrent with present Board of Education policy
 - g. Collects building rental monies
 - h. Administers insurance programs for employees with assistance from the assistant superintendent or the Human Resources Director
 - i. Audits all suppliers' invoices for correctness; presents appropriate outstanding bills to Board of Education for approval; prepares, signs and disburses checks for payment of all legal obligations of the school district
 - j. Maintains the Cash Journal, Receipts Journal, Appropriation Ledger, Bond Register and Salary Journal on an encumbrance basis, recording all expenditures and receipts of funds in appropriate journals, and balancing these journals monthly
 - k. Prepares and submits an annual financial report and monthly financial reports to the Board of Education
 - l. Manages the district's insurance program, reviewing requirements, up-dating values and filing claims as required
 - m. Serves as financial advisor to the Board of Education
 - n. Invests interim funds
 - o. Prepares the Five Year Forecast
 - p. Assists in the preparation of financial projections concerning receipts and expenditures of school district general fund monies, as developed in the Five Year Forecast
 - q. Assists in the development and evaluation of budgeting procedures
 - r. Provides financial data for the evaluation of proposals and counter-proposals in negotiations
 - s. Tax-Related Issues: Works closely with Board of Education concerning tax issues to see that:
 - 1) legal requirements in placing an issue before the voters are fulfilled
 - 2) supervises sale of bonds
 - 3) maintains records on coupon redemption

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POSITION NO. 1.10

3. Personnel Responsibilities
 - a. Develops an effective working climate among and between the treasury office personnel, including the assistant treasurer and secretarial staff
 - b. Is an active member of the "Management Team" serving as a financial advisor
 - c. In cooperation with the Superintendent's office, maintains personnel records including employee absence, transcript and training, and any other records necessary for effective personnel management
 - d. Provides orientation information to employees concerning benefits made available by the Board of Education
 - e. Coordinates with and works in cooperation with all school administrators, including principals and heads of transportation, maintenance and food service sections to alleviate problems and/or resolve business-related matters, keeping the superintendent informed on all matters of importance
4. Performs all other duties as assigned by the Board of Education

TERMS OF EMPLOYMENT	260 contract days
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