



POSITION: Treasurer/CFO

260 day contract

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Bachelor's degree in accounting or alternative training/experience.
2. Evidence of a valid State of Ohio Department of Education Treasurer license or the ability to obtain one and the ability to obtain a board-approved treasurer's bond.
3. 3-5 years of prior school district treasurer experience preferred.
4. Successful BCI/FBI background check free from violations that would prohibit public school employment.
5. Evidence of knowledge and understanding of generally accepted accounting principles (GAAP) for governmental entities.
6. Adheres to the Licensure Code of Professional Conduct for Ohio Educators.
7. Prior work experience that demonstrates compliance with drug-free workplace rules, board policies, and administrative guidelines.
8. Evidence of leadership qualities and established working relationships with co-workers functioning as part of a cohesive administrative team.
9. Demonstrated commitment to keep current with workplace innovations that enhance personal and departmental productivity.
10. Demonstrate effective organizational planning and management skills.
11. Evidence of skills and abilities to write and speak effectively in both small and large group settings.
12. Evidence of excellent record of personal attendance demonstrated in the workplace.

REPORT TO: Board of Education

JOB GOAL: To work collaboratively in keeping the Board of Education and Superintendent informed of the District's financial status and emerging issues while serving as the Treasurer/CFO of Warren City School District.

JOB DUTIES:

1. Serves as chief fiscal officer and custodian of district funds. Maintains accurate financial accounts. Prepares reports that comply with all requisite generally accepted governmental accounting standards.
2. Recommends operational improvements that enhance the district's fiscal accountability.
3. Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
4. Advances the district's professional image. Maintain open/effective communications. Uses problem solving techniques to tactfully address and resolve questions/concerns.
5. Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
6. Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process.

- Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
7. Implements federal and state grant funded proposals and complies with applicable reporting requirements.
 8. Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff.
 9. Serves as the secretary to the Board of Education. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
 10. Arranges depository contracts with eligible banking institutions. Implements board-approved procedures to achieve a favorable return on investments.
 11. Works cooperatively with auditors and prepares necessary reports needed for GAAP conversion prior to financial audit.
 12. Monitors and complies with all relevant Affordable Care Act provisions including analysis of employee hours and preparation of information for the 1095-C.
 13. Monitors financial health of the District and advises/recommends necessity for new levies. Tracks levy renewal dates and works in conjunction with legal counsel to prepare all required levy paperwork. Serves as an integral point person for District levy committees. Educates the public on levy specifics and the use of levy funds. Participates in public forums.
 14. Reviews borrowing needs and administers debt programs.
 15. Helps prepare prospects for bond sales or refunding.
 16. Facilitates short/long range planning activities. Delineates financial and program resources necessary to achieve District objectives.
 17. Seeks legal opinions regarding the treasurer's responsibilities as needed.
 18. Participates in the selection and orientation of treasurer's office staff.
 19. Assists the board during employee bargaining negotiations.
 20. Assists with preparation of employment contracts. Oversees the preparation of payrolls and all related records (e.g. unemployment, retirement, medical/life insurance, severance pay, etc.)
 21. Acts as administrator for District wide programs such as AESOP, E-school mail, Bonefish and other fiscal software applications.
 22. Oversees the preparation of authorized salary schedules and wage change notices.
 23. Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.
 24. Supervises fiscal control of budgetary accounts. Receives, opens, and documents competitive bids. Authorizes purchase orders. Certifies the availability of funds as required by law. Receives invoices and approves payments. Signs checks. Prepares 1099 forms.
 25. Act as the Board's agent for signing authorized contracts.
 26. Implements procedures to monitor, account, and audit student activity funds. Conducts in-service training sessions to update staff on financial accountability procedures (e.g. cash handling, activity accounts, fundraising, fees, ticket sales etc.)
 27. Reviews and certifies Ohio Department of Education financial reports.
 28. Oversees a perpetual inventory control system for fixed assets above the financial threshold level. Maintains depreciation schedules. Prepare an end-of-year inventory report for financial reporting purposes of fixed assets above the threshold level.
 29. Discards archived documents following the board adopted records retention/disposal schedule.

30. Upholds applicable local, state, and federal laws.
31. Supervises the collection, verification, and data entry/recording of program information as directed.
32. Prepares/maintains accurate records. Submits required paperwork on time.
33. Maintains the confidentiality of privileged information.
34. Pursues growth opportunities that enhance professional performance and advance district goals.
35. Strives to develop rapport and serve as a positive role model for others.
36. Maintain a professional appearance. Wears work attire appropriate for the position.
37. Performs other specific job-related duties as directed by the Board of Education.
38. Abide by the rules, regulations, policies, and procedures of the Warren City School District Board of Education.

Darcia M. Lingers

2/28/18

President, Board of Education, Warren City Schools

Date