

VACANCY ANNOUNCEMENT
TREASURER - HARDIN NORTHERN LOCAL SCHOOL

Company: Hardin Northern Local School
Primary Contact: Scott Howell, MRESC Superintendent
Email: showell@mresc.org
Posted on: 1/4/2021
Expiration: 1/27/2021 @ 4:00 pm
District Website: <https://hn.k12.oh.us/>
District 5-Year Forecast: [Click HERE](#)



On behalf of Hardin Northern Local School, the Midwest Regional Educational Service Center is seeking applications from qualified candidates for the position of Treasurer. **See page 2-3 of this document for an overview of the position.**

The Application Process (Deadline to Apply is January 27, 2021 @ 4:00 pm)

Nominations and applications by qualified candidates are encouraged. Candidates are asked to submit:

1. A letter emphasizing qualifications and reason for interest
2. A completed application form, which can be obtained from the School's Website: <https://hn.k12.oh.us/> or [click HERE](#).
3. A current resume
4. A current copy of Ohio Treasurer License or indication of ability to obtain
5. Credentials and transcripts
6. At least three (3) letters of reference

Completed application and materials should be mailed or emailed to:

Midwest Regional ESC
Attn: Scott Howell, Superintendent
129 East Court Street, Sidney, Ohio 45365
or fax: (937)498-4850
Email: showell@mresc.org

Expected Round 1 Interview Date & Time: February 3, 2021 between 5:00 pm - 8:00 pm*

*This date is subject to change.



Additional information regarding the Treasurer position for Hardin Northern Local School can be obtained by contacting Scott Howell, Superintendent at the Midwest Regional ESC (937)498-1354 x 5500 or by email at showell@mresc.org

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Overview of the Position

Reports to: Board of Education

Employment Status: As assigned on board-approved contract

FLSA Status: Exempt

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Business with three semesters in school law and three semesters in school finance
2. Valid Ohio School Treasurer's license or ability to obtain
3. Possession of a valid Ohio driver's license or have transportation
4. Successful completion of BCI/FBI background checks

POSITION OVERVIEW:

The Treasurer serves as the chief financial officer of Hardin Northern Local Schools. The Treasurer directs Hardin Northern Local School's financial strategy and planning, and oversees all accounting practices, including fiscal office staff, budgets, and financial reporting.

The Treasurer shall be directly responsible to the Board for the performance of the following duties and responsibilities:

1. Call special meetings of the Board (R.C. 3313.16)
2. Sign all checks of the Board (R.C. 3313.51)
3. Record the proceedings of each meeting of the Board (R.C. 3313.26)
4. Notify the Board of Elections of all changes in boundaries of the School District (R.C. 3313.261)
5. Deduct from the wages and salaries of teachers amounts authorized by the teacher and Board (R.C. 3313.262)
6. Produce all money, bonds, and securities in his/her hands at the expiration of his/her term (R.C. 3313.27)
7. Keep an account of all District funds and maintain all records pertaining thereto in the manner described by law (R.C. 3313.29)
8. Render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board (R.C. 3313.29)
9. Direct and assign employees who are engaged in the day-to-day fiscal operations of the District, as designated by the Board;
10. Execute all conveyances of the Board (R.C. 3313.33)
11. Meet the qualifications specified for the position by law (A.C. 3301-5-01)

In addition, the Treasurer shall:

12. Ensure safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
13. Budget preparation and management, including completion of five year forecast.
14. Payroll and associated human resource system management
15. Financial policies and internal controls systems management
16. Investment management
17. Accounts receivable management
18. Accounts Payable management
19. Fixed asset and inventory management
20. Education Management Information System management
21. Fiscal Agent for Grants, Special Programs, and Insurance Cooperative
22. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at Hardin Northern Local School.
23. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
24. Help instill in students the belief in and practice of ethical principles and democratic values

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OTHER DUTIES AND RESPONSIBILITIES:

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1. Perform all other duties as required or requested by the Board of Education

ESSENTIAL SYSTEMS:

1. Budget preparation and management
2. Payroll and associated human resource system management
3. Financial policies and internal controls' systems management
4. Investment management
5. Accounts receivable management
6. Accounts Payable management
7. Fixed asset and inventory management
8. Education Management Information System management
9. Fiscal Agent for Grants, Special Programs, and Insurance Cooperative

KNOWLEDGE OF:

Extensive knowledge base in accounting for government entities and quality systems management

SKILLS IN:

1. Use of Microsoft Office applications
2. Communicate effectively orally and in writing with all internal and external stakeholders
3. Understand and implement new laws and regulations affecting the District
4. Evaluate and improve fiscal and related systems

ABILITY TO:

Utilize performance excellence criteria and quality tools to analyze and improve District fiscal and organizational systems

EQUIPMENT OPERATED:

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

TERMS OF EMPLOYMENT:

Dates of the work period will be stated in the employment contract

PERFORMANCE EVALUATION:

The Treasurer will be evaluated by the Board of Education in accordance with the procedures identified by law and including the standards established by the organization. The employee will be given a copy of the evaluation instrument and standards in advance and he or she will be expected to conduct a self-evaluation and establish a minimum of one goal annually to advance knowledge, skill and/or ability in a job-related area.

Hardin Northern Local School is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability.

This vacancy announcement identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the District.

This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

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