

Reports to: Triad Local School District Board of Education

Job Objective: Serves as the board's fiscal adviser and secretary to the board of education. Keeps the superintendent and board informed about the district's financial status and emerging issues.

Minimum Qualifications:

- Valid state license/certificate appropriate for the position.
- Bachelor's degree in accounting or alternative training/experience that meet state department of education treasurer's license requirements. Obtains a board-approved treasurer's bond.
- Must have TB affidavit form on file.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Experience with governmental fiscal operating procedures.
- Effective organizational, planning, and project management skills.

Essential Functions: The following are typical work responsibilities. Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the chief fiscal officer and custodian of district funds.
- Maintains accurate financial records.
- Recommends operational improvements that enhance the district's fiscal accountability.
- Participates as an active member of the management team.
- Upholds board policies and follows administrative guidelines/procedures.
- Promotes a professional image of the school district.
- Maintains open and effective communications.
- Promotes the district's mission, philosophy, and vision.
- Serves as an information resource.
- Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends.
- Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations.
- Helps develop and implement the district's continuous improvement plan.
- Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development.
- Establishes time lines and implements proactive strategies to accomplish identified organizational objectives. Helps resolve problems.
- Encourages program innovations.
- Pursues funding opportunities.
- Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Promotes professionalism. Implements assessment programs to measure performance of assigned staff.
- Oversees the delivery of effective development programs for assigned staff as needed.
- Serves as the board secretary and custodian of the district's policy book. Prepares board minutes.
- Publishes legal notices. Accepts summons served on the board. Manages board communications.
- Arranges depository contracts with eligible banking institutions.
- Follows board-approved procedures to achieve a favorable return on investments.
- Works cooperatively with auditors.
- Collaborates with the board and superintendent to prepare tax budget and annual appropriation measures.
- Reviews borrowing needs and administers debt programs.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Helps prepare prospectus for bond sales.
- Seeks legal opinions regarding the treasurer's responsibilities as needed.

- Supervises the selection and orientation of the treasurer's office staff.
- Assists the board during employee bargaining negotiations.
- Maintains personnel files. Oversees the preparation of employment contracts, the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
- Oversees the preparation of authorized salary schedules and wage change notices.
- Administers the timely collection of accounts receivable. Prepares revenue projections.
- Recommends appropriation modifications, transfers, and advances.
- Acts as the board's agent for signing authorized contracts.
- 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 and/or approves the payment of invoices. Oversees the process of payments. Signs checks.
- Conducts in-service training sessions to update staff on financial accountability procedures.
- Manages insurance programs (e.g., property, liability, fleet, student, etc.).
- Reviews and certifies state department of education financial reports.
- Oversees a perpetual inventory control system for fixed assets.
- Maintains depreciation schedules. Prepares an end-of-year inventory report.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws.
- Maintains effective relationships with community services (e.g., legal, health, welfare, etc.).
- Supervises collection, verification, and recording of program information as directed.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties:

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Interprets information accurately and initiates effective responses.
- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.
- Maintains the confidentiality of privileged information.

**Supervisory
Responsibility:**

Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when or if involved in the following situations/conditions:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to bloodborne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Performing tasks that require strenuous physical exertion. Performing repetitive tasks quickly.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job Performance is evaluated according to policy provisions and contractual agreements adopted by the Triad Local School District Board of Education.

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The Triad Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.