

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

TREASURER

Minimum Qualifications:

- Valid Ohio Treasurer's license
- Bachelor's degree in accounting or training /experience that meets the Ohio Department of Education Treasurer's license requirements
- Qualified to obtain a Board approved Treasurer's bond
- Experience with governmental fiscal operating procedures
- Proficiency in the use of automated financial data processing systems
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Governing Board of the Educational Service Center of Central Ohio

Job Objectives:

Serves as the service center's chief fiscal officer and secretary to the Governing Board of the Educational Service Center of Central Ohio. Keeps the Governing Board informed about the service center's financial status and emerging issues.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Serves as the Governing Board's fiscal adviser
- Serves as custodian of all district funds
- Recommends improvements that enhance district operations and/or financial accountability
- Acts as the Governing Board's agent for signing authorized contracts
- Serves as the Governing Board secretary by maintaining Governing Board meeting minutes and publishing required legal notices
- Receives, opens and enters all required competitive bids into Governing Board minutes

- Accepts summons served on the Governing Board
- Seeks legal opinions regarding the Treasurer's responsibilities as needed
- Maintains visibility and promotes a favorable image of the service center
- Works with the Governing Board and community to maintain a strong commitment of financial support
- Builds community/member district partnerships that enhance the service center's operational effectiveness
- Selects, recommends and orients Treasurer's office staff
- Maintains accurate records of all financial transactions
- Arranges depository contracts with eligible banking institutions
- Follows Governing Board approved procedures to achieve a favorable return on financial investments
- Works cooperatively with auditors
- Works with the Superintendent to prepare the budget and annual appropriations
- Oversees the timely collection of accounts receivable
- Prepares revenue projections
- Recommends appropriation modifications, transfers and advances
- Supervises fiscal control of budgetary accounts
- Authorizes purchase orders, receives invoices and processes payments
- Signs checks
- Certifies the availability of funds as required by the Ohio Revised Code
- Provides for in-service training of Treasurer's office staff to stay up-to-date with financial accountability procedures
- Prepares annual financial reports following generally accepted accounting principles (GAAP)
- Reviews and certifies all financial reports to the Ohio Department of Education
- Periodically requests state permission and discards archived records following the records retention and disposal schedule adopted by the Governing Board
- Works with the Superintendent to prepare prospectus for any bond sales
- Administers insurance programs (e.g., property, liability, fleet, optional student plans, etc.)
- Oversees the preparation of payrolls and all related records
- Administers unemployment and workers compensation programs
- Manages employee benefit program (e.g., medical/life/dental insurance, etc.)
- Works with the Superintendent to provide an ongoing program that maintains and preserves service center facilities and equipment.
- Oversees a perpetual inventory control system for fixed assets including an end of the year inventory report
- Maintains the confidentiality of privileged information
- Supports appropriate research and pilot projects
- Assists with the preparation of grant and foundation applications

- Participates in national, state and regional activities that advance service center goals
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed by the Governing Board of the Educational Service Center of Central Ohio

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.