

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

**Att. #9
Regular Meeting
December 15, 2021**

Title:	Assistant Treasurer
Reports To:	Treasurer/CFO
Status:	FLSA Exempt; Section 3319.02 – ORC
General Description:	Provide support to the Treasurer/CFO in the program of fiscal management.
Qualifications:	<ol style="list-style-type: none"> 1. Associate's degree or higher in accounting, school business management, or related field from an accredited college or university. 2. Valid State of Ohio Treasurer's license, or ability to obtain the license. 3. Knowledge of school administration, Ohio school finance, and Ohio School Law. 4. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 5. Strong service orientation and integrity. 6. Good health and good attendance record. 7. Additional qualifications which the Board may specify.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom and office areas of District facilities. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with teachers, administrators, and district staff. 5. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions):	
<ol style="list-style-type: none"> 1. Assist with the District's fiscal management in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Provide official notices and post the record of proceedings of all meetings of the Board. 3. File statements and provide required notice to the State and County officials at the time and in the form required by law. 4. * Process deductions from the wages and salaries of all staff amounts authorized by staff members and Board. 5. * Account for all District funds and maintain all records pertaining thereto in the manner described by law. 6. Render a statement of accounts to the Board and Superintendent in the form prescribed by law in a timely manner. 7. Assist with planning and implementing long-range fiscal and building plans and assist with the preparation of the annual budget based on District resources and needs. 8. * Ensure that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent and Treasurer/CFO. 9. Provide for efficient management of the District fiscal systems of purchasing and supply management. 10. Oversee and support fiscal office staff in their performance of assigned responsibilities. 11. * Coordinate fiscal office services in the support of District functions in HR, Pupil Services, and other District operations. 	

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12. * Implement human resources functions in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.
13. Monitor all certification and licensure processes for District staff.
14. * Administer all necessary data collection, record keeping, and reporting for personnel services as required by the Ohio Department of Education, the United States Department of Education, and the District.
15. Oversee the implementation and documentation of health/insurance benefits and employee leave provisions.
16. Help interpret the budget and the District's fiscal operations to members of the staff and community, as assigned.
17. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
18. Respond to specific requests from the Treasurer/CFO on matters affecting the fiscal matters and operations of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.