

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

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| <b>Title:</b>   | <b>Treasurer</b>  |
| <b>Reports To:</b>  | Board of Education  |
| <b>Position Status :</b>  | Full Time<br>(Section 3313.22 – ORC)  |
| <b>FLSA Status:</b>   | Exempt  |
| <b>General Description:</b>   | <ol style="list-style-type: none"> <li>1. Provide leadership and accountability in the program of fiscal management.</li> <li>2. Serve as the chief fiscal officer of the Board of Education.</li> <li>3. Act as a proper role model for staff and students both in the school and outside the District.</li> </ol>   |
| <b>Qualifications:</b>  | <ol style="list-style-type: none"> <li>1. Valid State of Ohio Treasurer's license.</li> <li>2. A Master's degree or higher from an accredited college or university.</li> <li>3. Successful experience in financial management, as a school district Treasurer/CFO.</li> <li>4. Knowledge of school administration, Ohio school finance, and Ohio School Law.</li> <li>5. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>6. Strong service orientation and integrity.</li> <li>7. Good health, high moral character, and good attendance record.</li> <li>8. Additional qualifications which the Board may specify.</li> </ol> |
| <b>Physical/Other Requirements:</b>   | <ol style="list-style-type: none"> <li>1. Able to access classroom and office areas of District facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>                 |
| <b>Performance Responsibilities (Essential Functions):</b>  |   |
| <ol style="list-style-type: none"> <li>1. Serve as the Chief Financial Officer of the District;</li> <li>2. Receive, deposit, manage, disburse, and account for all Federal, State, and local funds of the District in accordance with the Board's policies, administrative guidelines, and Ohio law;</li> <li>3. Be responsible for the financial affairs of the District in accordance with the provisions of State law;</li> </ol> |   |

4. Establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;
5. Direct and assign employees who are directly engaged in the day-to-day fiscal operations of the District, as designated by the Board;
6. Provide that all District activities comply with the laws and regulations of the State, the negotiated agreements, policies of the Board, and the District's administrative guidelines;
7. Analyze the effectiveness of District business and financial functions and recommend appropriate changes in program, staffing, or management strategies to meet established District goals;
8. Work constructively with the Superintendent and District staff toward the achievement of District goals;
9. Promote the efficient and effective use of District resources in the daily operations of the schools;
10. Interpret the budget and the District's fiscal affairs to District staff and to interested members of the community to secure their input, involvement, and support for school programs and initiatives;
11. Maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District;
12. Perform such other duties as the Board may direct.

**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. Perform other such duties as the Board may direct.

**Additional Working Conditions:**

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or nonprescribed 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.**