JOB DESCRIPTION
TREASURER/CHIEF SCHOOL BUSINESS OFFICIAL

Job Goal:
To serve as treasurer/chief financial officer and administer the financial affairs of the school system; to serve as custodian of all financial assets; to be responsible for the preparation of the annual budgets; to prepare monthly and annual financial statements for all funds maintained by the school system; to invest all available funds for either short or long term periods in interest-bearing accounts and determine the amounts of such investments at the best return available; to be responsible for payrolls and related functions; to be responsible for accounts payable; to audit the accounts of the individual schools and ensure the resolution of any findings noted.

Qualifications:
1. Bachelor’s degree with 24 hours of accounting required; CPA certificate and/or MBA degree preferred.
2. Three years of administrative or related work experience. (Experience as a school business official preferred.)
3. A broad knowledge of school system’s operations; preferred.
4. Demonstrated ability to communicate effectively.
5. Knowledge of generally accepted accounting principles for governmental entities; preferred.

How Selected:
1. Application
2. Resume
3. Interview
4. Recommendation by the Superintendent
5. Employment by the Board of Education

Reports To:
Superintendent

Responsibilities:
Responsible for the school district’s budgeting, accounting, and financial reporting functions.

Support Relationships:
Works cooperatively with State Department of Education personnel, school district staff, and community representatives to implement good business practices for attaining the goals of the school system as they relate to fiscal integrity and accountability.

Performance Responsibilities:
1. Controls the treasury function - investments, etc. - as allowed by law and Board policy.
2. Oversees and directs the operation of finance for the school system within the realms of accounting, budget, and treasury.
3. Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from the assistant superintendents other administrators and compiles them for recommendation to the superintendent.
4. Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.
5. Monitors all budget categories and provides fiscal information as required.
6. Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis. Acts as administrative fiscal officer for the school system.

7. Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers.

8. Receives and reviews all supplemental budget projects and recommends to the superintendent approval for budget supplements.

9. Provides for maximum investment of funds.

10. Prepares monthly financial statements of all funds maintained by the school system and presents copies of the reports to the Board, the superintendent, the State Board of Education, and other interested parties.

11. Prepares annual financial statements in accordance with generally accepted accounting principles, publishes the statements, and submits copies to the Board, the superintendent, and the State Board, and other interested parties.

12. Prepares monthly financial reports of all special program revenues and expenditures.

13. Responsible for the capital assets inventory system.

14. Provides for a uniform system of financial accounting for the individual schools.

15. Responsible for providing periodic training on the financial reporting requirements of the individual schools; ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner.

16. Works closely with all departments to develop all revenue sources fully to maximize resources for the school system.

17. Submits all required reports to the State Board of Education in an accurate and timely manner.

18. Maintains those ethical business processes required for the efficient financial operation of the school system.

19. Participates in administrative decision making as a member of the superintendent's management team.

20. Follows the established personnel evaluation procedures for staff members.

21. Utilizes self-appraisal for the improvement of administrative skills.

22. Demonstrates unbiased attitudes in fulfilling administrative responsibilities.

23. Serves on various standing and ad hoc committees.

24. Participates in continuing professional development activities and maintains a current authorization as a chief school business official.

25. Performs such other tasks and assumes such other responsibilities as the superintendent may assign.

Terms of Employment:

240 days
Salary:

- Salary in accordance with established pay schedule for Lincoln County treasurer/chief school business official as stated LC Salary Schedule #16 - Level XV
- A CPA Certificate will be considered, for salary purposes as M.A.+30 and 10 years’ experience
- Experience Pay Increment per the State Salary Schedule (W.Va. Code 18a-4-2)

Evaluation:
Performance of this job will be evaluated in accordance with provisions of Board policy on evaluation of professional personnel.