



## JOB DESCRIPTION

### Treasurer / Chief School Business Official

*Supervisor* Superintendent

*Employment classification* Professional

*FMLA classification* Exempt

*Employment term* 240 days

*Compensation* Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.

*Evaluation* To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 153.

*Statutory authority* West Virginia Code §18-9-6 requires county boards of education to annually appoint a Treasurer to “act as fiscal officer of the board.” Additionally, West Virginia Code §18A-1-1 defines “Central office administrator” as an individual who may hold one or more various titles and is “charged with administering and supervising the whole or some assigned part of the total program of the countywide school system.” The Treasurer / Chief School Business Official is therefore charged with the dual function of acting as fiscal officer of the Roane County Board of Education and to oversee and direct the operations of various business functions of the school system.

#### *Responsibilities*

1. ~~Responsible for the school district’s budgeting, accounting, and financial reporting.~~ Oversees and directs the operation of finance for business operations of the school system within the realms of accounting, budget, and treasury including but not limited to payroll, accounts payable, school finance, and other operational areas.
2. Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from administrative personnel ~~and compiles them~~ for recommendation to the Superintendent.
3. Controls the treasury function – investments, etc. – as allowed by law and Board policy.
4. Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.

5. Prepares and monitors the allocation of fiscal resources to individual schools, system programs, related communications, receipts, and financial analysis and school system departments. Acts as administrative fiscal officer for the district.
6. Provides supportive leadership for all staff with budget responsibilities regarding the development of an annual budget specific to the department as well as the monitoring of expenditures during the fiscal year.
7. Monitors all areas of the operating budget categories and provides fiscal information as required a financial analysis of such as directed by the Superintendent.
8. Receives requests to adjust budget accounts and recommends to the Superintendent approval for budget transfers.
9. Receives and reviews all supplemental budget projects and recommends to the Superintendent approval for budget supplements.
- ~~10. Provides for maximum investment of funds.~~
11. Prepares monthly financial statements reports of revenue, expenditures, and balance 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 / or other interested parties as directed by the Superintendent.
12. Prepares monthly financial reports of all special program revenues and expenditures.
13. ~~Prepares~~ Completes all tasks associated with the preparation of 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 and the auditing of those financial statements.~~
14. Responsible for Fulfills all areas of responsibility associated with the capital assets inventory system.
- ~~15. Provides a uniform system of financial accounting for the individual schools.~~
16. Provides or makes provisions for periodic training on the financial reporting requirements of the individual schools.
17. Ensures that annual audits are conducted of all school accounts and follows up on all findings noted to ensure that they are resolved within a timely manner.
18. Work closely with all departments to develop all revenue sources fully to maximize resources for the school system.
19. Submits all required reports to the West Virginia Department of Education Office of School Finance and / or West Virginia Board of Education and does so in a timely manner.
20. Maintains those ethical business processes required for the efficient financial operation of the school system.
21. Participates in administrative decision making as a member of the Superintendent's ~~management team~~ senior staff.
22. Follows the established personnel evaluation procedures for assigned staff members.
23. Participates in continuing professional development activities and ~~maintains a current authorization as a Treasurer / Chief School Business Official~~ maintain current licensure as required of a Chief School Business Official in West Virginia Board of Education Policy 5202.
24. Works in a cooperative manner cooperatively with school administrators, county administrators, and staff members of the West Virginia Department of Education ~~personnel, school district staff, and community representatives to implement good business practices for attaining district goals as they relate to fiscal integrity and accountability.~~
25. Utilizes self-appraisal for the improvement of administrative skills.

26. Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- ~~27. Serves on various standing and ad hoc committees.~~
- ~~28. Attend professional growth activities to keep abreast of innovative financial initiatives. Attend state, county, and regional meetings concerning finance and business administration as directed by the Superintendent.~~
- ~~29. Assist with the preparation, review, and revision of job descriptions, and provide expertise in the determination of staff development for the Department of Finance staff.~~
- ~~30. Assist with the recruitment, training, and supervision of appropriate Department of Finance personnel and make sound recommendations about personnel placement, transfers, retention, and dismissal to the Superintendent. Under the direction of the Superintendent, provide input into the job performance evaluation of Department of Finance employees in compliance with state and local Board of Education policies.~~
- ~~31. Assist with staff and / or parental concerns and / or problems concerning the school district's financial operations.~~
32. Maintains safety standards in conformance with federal, state, and insurance regulations and assists with the county board's program of preventative safety. Works cooperatively and responsively with federal, state, and local regulatory agencies to ensure district compliance with applicable regulations, such as fire, building, and health codes.
33. Attends all regular and special meetings of the Roane County Board of Education, and other such meetings ~~related to the Department of Finance when requested~~ as directed by the Superintendent.
34. Performs such duties and assumes such responsibilities as described in Roane County Board of Education Policy 131.
35. Performs such other tasks and assumes such other responsibilities as directed by the Superintendent.

#### *Qualifications*

1. Bachelor's degree including 24 semester hours of coursework in accounting with a minimum 2.5 GPA required with Certified Public Accountant certificate. Licensure as a Certified Public Accountant and / or Master's degree preferred.
2. ~~Three years of administrative~~ Demonstrated success in administration or related work experience required. Experience as a school business official preferred, with experience as a West Virginia county schools Treasurer / Chief School Business Official board of education school business official strongly preferred.
3. ~~A thorough Broad~~ knowledge of the ~~state aid formula~~ Public School Support Plan, and pertinent school funding sources, and generally accepted accounting principles for governmental entities preferred.
- ~~4. A broad knowledge of public school district operations.~~
- ~~5. Knowledge of generally accepted accounting principles for governmental entities.~~
- ~~6. Knowledge of administrative technology utilized in the Board of Education Office's Department of Finance.~~
7. 4. Must possess the ability to forge cooperative relationships among employees to achieve county goals with strong organizational, communication, and interpersonal skills.
- ~~8. The ability to interpret and implement the requirements of state law, policies, and regulations in the context of available data regarding district needs.~~

9. ~~Successful performance during the Roane County Schools interview process.~~
10. ~~Excellent references to validate qualifications and previous successful experience.~~

Physical demands

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

*Adopted by the Roane County Board of Education on \_\_\_\_\_*