

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – TREASURER / CHIEF SCHOOL BUSINESS OFFICIAL

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel.

- Bachelor's degree in accounting required, CPA and/or MBA preferred.
- Three years of administrative or related work experience. (Experience as a chief school business official preferred.)
- A broad knowledge of school system's operations.
- Demonstrated ability to communicate effectively
- Knowledge of generally accepted accounting principles for government entities.

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** 261 Days

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- Controls the treasury function - investments, etc. - as allowed by law and Board policy.
- Oversees and directs the operation of finance for the school system within the realms of accounting, budget, and treasury.
- Coordinates annual activities associated and necessary for the annual audit.
- Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from the assistant superintendent and other administrators and compiles them for recommendation to the superintendent.
- Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.
- Monitors all budget categories and provides fiscal information as required.
- Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis.
- Acts as administrative fiscal officer for the school system.
- Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers.
- Receives and reviews all supplemental budget projects and recommends to the superintendent approval for budget supplements.
- Provides for maximum investment of funds.
- Prepares monthly and annual financial statements of all funds maintained by the school system, including

the general current expense, special revenue, bond construction, debt service, permanent improvement and capital projects funds, and presents copies of the reports to the Board, the superintendent and other interested parties.

- Prepares monthly financial reports of all special program revenues and expenditures.
- Responsible for the capital assets inventory system.
- Provides for a uniform system of financial accounting for the individual schools.
- 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.
- Works closely with all departments to develop all revenue sources fully to maximize resources for the school system.
- Provides an annual report of individual school finances as required by State Department of Education.
- Maintains those ethical business processes required for the efficient financial operation of the school system.
- Participates in administrative decision making as a member of the superintendent's leadership team.
- Follows the established personnel evaluation procedures for staff members.
- Utilizes self-appraisal for the improvement of administrative skills.
- Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- Serves on various standing and ad hoc committees.
- Participates in continuing professional learning opportunities.
- Maintains a current certification as a chief school business official.
- Accepts authority and assumes responsibility.
- Analyzes negative and positive forces affecting the school system.
- Takes immediate steps when problems arise.
- Focuses resources on district and school strategic plan goals and action steps.
- Uses problem-solving strategies to mitigate short and long term problems.
- Exhibits a positive attitude.
- Encourages and facilitates meaningful and effective communication.
- Commands respect by example in appearance, manners, behavior, and language.

#### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

#### **Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent of Schools**

**Amended:** October 25, 2016