

EMPLOYMENT AND DUTIES OF TREASURER

On or before the first Monday in May, the Board of Education shall upon recommendation of the Superintendent appoint a Treasurer for the Board. The Treasurer shall be the fiscal officer of the Board, or an employee designated as the person in charge of the fiscal affairs of the County Board.

Upon appointment, this person shall be titled and referred to as the Treasurer of the Board. For the faithful performance of this duty, the Treasurer shall execute a bond, to be approved by the Board, in the penalty to be fixed by the Board, not to exceed the amount of funds estimated the Treasurer would handle within any two (2) month period. The premium for such bond shall be paid by the Board.

The Board shall seek a highly qualified person to fill the position of Treasurer, whenever that position may be open.

All persons considered for the position of Treasurer shall provide evidence of their training and experience in the fields of accounting, State and Federal laws related to School County budgeting and financing, financial report preparation, and budget and accounting management as required by statute and the standards of the State Board of Education.

Any candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary shall be considered to constitute grounds for dismissal.

The Treasurer shall be responsible for the performance of the following duties and responsibilities:

- sign all checks of the Board;
- deduct from the wages and salaries of teachers amounts authorized by the teacher and Board;
- produce all money, bonds, and securities in his/her hands at the expiration of his/her term;
- deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term;
- keep an account of all County funds and maintain all records pertaining thereto in the manner described by law;
- render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board;
- file a statement with the County Auditor at the time and in the form required by law;
- execute all conveyances of the Board; and
- meet the qualifications specified for the position by law.

In addition, the Treasurer shall:

- establish and maintain long-range fiscal plans and prepare the annual budget based on County resources and needs;
- ensure that all County 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;
- provide for all efficient management of the County fiscal systems of purchasing and supply management;
- ensure that proper personnel are employed and position(s) level(s) adequately maintained in the areas of his/her responsibility;
- increase the capability of his/her staff through supervision and in-service training;
- analyze the effectiveness of those County programs in his/her areas of responsibility and recommend changes in program, staffing, or management strategies as necessary;
- ensure efficient use of resources toward the achievement of County goals;

- work cooperatively with the Superintendent and staff toward the achievement of County objectives;
- help interpret the budget and the County affairs under his/her supervision to interested members of the

- community; and
- improve personal capabilities in financial strategies and supervisory methods.

Observation of his/her performance and preparation of performance reports shall be the responsibility of the Superintendent.

Adopted: June 12, 2014

Revised: November 7, 2017