



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Treasurer/Director of Finance

Supervisor: Superintendent

Qualifications:

- BA Degree or Higher in Business Education, Business Management, or Accounting
- CPA Preferred
- Five years of in-field experience preferred
- WV Certified as School Business Official
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

To assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational program and services.

To provide effective and efficient business and financial management.

To plan and direct the business affairs of the school system in compliance with pertinent laws, Board of Education policies and general instructions of the Superintendent.

Duties/Responsibilities:

1. Assist the Superintendent and Board in the coordination and preparation of the budget which fulfills the educational needs of the pupils in the most cost effective manner.
2. Monitors all expenditures and control of monies within the approved budget and prepare all necessary budget transfers to maintain fiscal integrity.
3. Supervise and administer the functions of the Business office to assure accurate and timely payments of the payroll and accounts payable.
4. Plan, coordinate and direct the purchasing procedures, all phases of the bidding process.
5. Prepare and submit all the fiscal reports which are requested or required by the Board s and/or other supporting agencies.

6. Organize and administer the County's insurance program in order to provide proper coverage in all insurable areas.
7. Act as financial advisor to the Superintendent and Board of Education.
8. Develop and maintain files for all fiscal reports in order to provide comprehensive, supportive and accurate records relative to receipts and expenditures.
9. Participate in the development of district business policies, procedures and district fiscal manual.
10. Maintains ledgers, journals, and other accounting documents and records.
11. Provides the proper safeguards for the custody of public funds.
12. Assist in establishing appropriate data banks, electronic files, and data processing procedures to provide management information for appropriate decision making, forecasting and evaluation.
13. Attends School Board meetings and prepares reports for the Board as the Superintendent may request.
14. Evaluates personnel under his/her supervision.
15. Maintains professional work habits.
16. Maintains and upgrades professional skills.
17. Establishes and implement an improvement process in area of responsibility.
18. Provide leadership and support in areas of responsibility.
19. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards county goals.
20. Other duties as assigned by the superintendent.