



# Green Local Schools

Green Local Schools is seeking a Treasurer with proven leadership capabilities, a passion for children, a commitment to the organization and community along with administrative experience.

The ideal candidate:

## **VACANCY NOTICE:**

### **Treasurer/CFO Administrator**

.....  
**POSTING DATE:**  
**3/27/2026**

.....  
**APPLICATION  
DEADLINE:**  
**Until Filled**

- ◆ Collaborates with the board and superintendent to prepare annual appropriation measures and the five-year forecast.
- ◆ Serves as chief fiscal officer and steward of district funds. Maintains accurate financial accounts and transactions.
- ◆ Explores & embraces innovation. Analyzes data to improve school operations. Serves as an information resource.
- ◆ Recommends operational improvements that enhance the district's fiscal accountability.
- ◆ Supervises and manages all personnel assigned specifically to the treasurer's office and EMIS position.
- ◆ Reviews and certifies all financial reports to the State Department of Education.
- ◆ Maintains a complete and systematic set of financial records in accordance with state statutes as prescribed by the Auditor of State.
- ◆ Facilitates the administrative Business and Finance Committee in alignment with the district strategic plan.
- ◆ Reports to the school board and serves as the board's secretary. Handles correspondence and board communications. Prepares board minutes. Publishes legal notices. Receives and opens all required competitive bids.
- ◆ Manages the district's health/prescription, dental, and vision insurance programs, and other fringe benefits such as retirement benefits, Medicare, and worker's compensation.
- ◆ Serves as appointed designee to receive required public records training on behalf of the Board of Education in accordance with state statutes.
- ◆ Oversees and manages the district's interim and active deposits in accordance with state laws and regulations.
- ◆ Secures a position bond as prescribed by state statute for the Board President, Superintendent, and Treasurer. Manages the district's risk management program by ensuring adequate liability insurance for the district.
- ◆ Works cooperatively with auditors, ensuring responsibility for providing accurate district financial records, implementing internal controls, and compliance with state and federal laws.

**Green Local Schools \* 100 Smithie Drive  
PO Box 438 \* Smithville, Ohio 44677**



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#### **Experience:**

- ◆ Valid Ohio Treasurer's License
- ◆ Treasurer or Assistant Treasurer experience preferred
- ◆ Must pass BCI/FBI criminal background check(s)
- ◆ Knowledge of Board policies and procedures; public relations; evaluation of personnel within the treasurer's office; leadership; governmental accounting; state and federal laws related to school district budgeting and financing; financial report preparation; budget and accounting management as required by statute and other standards of the Ohio State Board of Education.
- ◆ Ability to interpret fiscal feasibility of policies, rules and regulations; communicate effectively; evaluate programs; prepare financial reports; maintain records; work effectively with others.

**Wage or Salary:** To be determined

**Approximate Work Hours or Days:** 260 days

**How to Apply:** Please submit the following to Green Local Schools:

- ◆ Letter of interest
- ◆ Completed and signed Green Local application form, from <https://www.green-local.k12.oh.us/employment>
- ◆ An up-to-date resume
- ◆ Copy of current ODE license
- ◆ Transcripts of credits (copies accepted)
- ◆ Any other relevant information or material

Direct all inquires and applications to:  
**gren\_cknight@tccsa.net**  
Subject - Attn: Mr. Dean E. Frank, Superintendent

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