

Ohio School Treasurer Roles & Responsibilities

A school treasurer is the chief financial officer of a school district. School treasurers are trusted members of the school district leadership team which includes the superintendent and board of education. They guide district leadership on fiscal matters, and are responsible for budgeting and forecasting, accounting, payroll, and managing assets. In addition, they communicate the school district's financial status to district leaders and the community, maintaining transparency and trust while ensuring that resources are used effectively to support its mission of preparing students for the future.

Ohio School Treasurer

Key Roles & Responsibilities

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Fiscal Leadership

School treasurers provide sound financial guidance as part of the leadership team.

- As a key member of the school district leadership team, including the superintendent and board of education, develop and implement policies and procedures
- as well as the district's strategic plan
- Establish sound fiscal practices, and lead and manage fiscal personnel
- Use data effectively

Financial Management

School treasurers understand economic resources and manage them in collaboration with school district leadership teams.

- Collect and analyze data for budgeting, forecasting, labor relations and decision making.
- Manage district financial accounts including payroll, cash, investments, grants and debt service using
- standard accounting practices and auditing procedures
- Prepare and share financial reports including the district's Forecast

Asset, Facilities & Property Management

School treasurers manage and oversee tangible and intangible assets and support services

- Maintain property, equipment, and infrastructure investments
- Secure and oversee financing for capital projects and Master Facility Planning
- Protect district assets through risk management practices

Communication & Collaboration

School treasurers communicate and collaborate effectively with the board of education, district leadership, stakeholders and the community

- Translate complex financial data into clear, transparent information for district leadership, stakeholders, and the community.
- Communicate effectively and openly with both internal and external stakeholders, demonstrating openness and collaboration

Professionalism & Ethics

School treasurer/CFOs adhere to ethical standards and commit to continuous professional learning.

- Uphold the highest standards of honesty, fairness, and transparency to ensure financial integrity and public trust, in accordance with Ohio's Licensure Code of Professional Conduct and Ohio Ethics Laws.
- Engage in ongoing professional learning on evolving fiscal laws, technology, and best practices in school finance
- Collaborate with peers to advance the school business profession

The OASBO Pathway Program

Are you interested in becoming a school treasurer? The requirements for obtaining a school treasurer's license in Ohio include both educational and field experience requirements, as well as a state-administered assessment.

OASBO offers a Pathway program that serves as the field experience requirement. Taught by experienced practitioners, OASBO's program combines classroom learning, assessments, and a forecasting project—providing essential knowledge and skills for future success in a school district treasurer role.

614.431.9116
PATHWAY@OASBO-OHIO.ORG
OASBO-OHIO.ORG
98 COMMERCE PARK DRIVE
WESTERVILLE, OHIO 43082

