



# Treasurer Search for Amanda-Clearcreek School District

Assisted by K-12 Business Consulting & OASBO

Amanda-Clearcreek Local School District’s mission is: “Growing the whole child through innovative educational experience to provide all students the opportunity to Aspire, Create, Empower, and Succeed”. Our Vision Statement: “Lead with Innovation, Commit to Excellence, Unite in Purpose”

## The Community

Amanda-Clearcreek Local School community is comprised of several villages located in southwestern Fairfield County. At the center of the district are the villages of Amanda and Stoutsville. The rolling hills, of Fairfield County, and the scenic Hocking River provide picturesque scenery for residents and visitors. The district is located in the heart of central Ohio, just 30 minutes from Columbus and only 10 minutes from the Fairfield County seat, Lancaster. Circleville, the county seat of Pickaway County is only 11 minutes away. The location allows our residents close proximity to shopping, cultural events, the arts, and the theater.

## The Treasurer Search

The Amanda-Clearcreek Local School District Board of Education is seeking qualified applicants for the position of Treasurer. The Board seeks an effective administrator in financial and administrative leadership to fill the vacancy created by the resignation of the current Treasurer. It is expected the new Treasurer will take office on or before 11/23/2020. K-12 Business Consulting and the Ohio Association of School Business Officials are assisting the Board in its search for an outstanding Treasurer/CFO.

## Qualifications/Responsibilities

The Treasurer/CFO is responsible for overseeing the entire financial operations of the organization, the accuracy and timeliness of all state and federal reporting, the development of the annual district operating budget and the Five-Year Forecast. The CFO is an active participant on the senior leadership team and will provide leadership for the district in areas including finance, strategic planning, program development, and is a resource for business and human resource functions. The applicant must possess a valid Ohio Treasurer’s license. Successful experience as a School Treasurer is preferred. The CFO must maintain integrity and high standards of ethics in all matters. The successful candidate will demonstrate the following financial leadership characteristics:

- Proven ability to work with others – a team player
- Strong financial and detail-oriented reporting skills
- Ability to facilitate educational discussions/decisions through a financial lens
- Demonstrated excellent inter-personal and effective communication skills
- Demonstrated knowledge of state and local funding issues, Ohio laws and regulations pertaining to public schools
- Experience in effective process management and organizational skills
- Leadership skills for staff and various finance committees
- Experience with and understanding of operating software and procedures
- Expertise in developing, communicating and managing business office procedures

## District Profile

### **School Buildings**

High School 9-12 1

Middle School 6-8 1

Elementary School 3-5 1

Primary School PK-2 1

**Student Enrollment (FTE)** 1545

### **Number of Employees**

Administrative 7

Certified Staff 99

Classified Staff 67.5

Treasurer’s Staff 2.5

## Compensation and Terms of Employment

The Board intends to offer the successful candidate a contract, as per law. The base salary range is expected to be \$90,000 to \$102,000 but is negotiable and commensurate with experience and qualifications.

### **Amanda-Clearcreek Local Board of Education is an Equal Opportunity Employer.**

Employment is offered without regard to race, color, national origin, ancestry, citizenship status, religion, sex, gender identity or expression, economic status, age, disability, legally acquired genetic information, military status or sexual orientation.

**Amanda-Clearcreek Board of Education**

|                            |   |       |
|----------------------------|---|-------|
| Kyle Sharp, President      | 3 | Years |
| Robin Saum, Vice President | 5 | Years |
| Susan Young, Member        | 2 | Years |
| Brandon Kern, Member       | 4 | Years |
| Justin Rainier Member      | 1 | Years |

**Financial Data**

|                                  |             |
|----------------------------------|-------------|
| Operating Millage                |             |
| Inside                           | 4.7         |
| Outside Voted                    | 32.4        |
| Outside Effective Residential/Ag | 15.5563     |
| Outside Effective Commercial     | 16.4931     |
| Bond                             | 1.6         |
| Earned Income Tax (1/1/20)       | .02         |
| Total Valuation                  | 211,751,903 |

**Appropriations - FY21**

|                   |              |
|-------------------|--------------|
| General Fund      | \$17,269,465 |
| Total - All Funds | \$23,798,891 |

**General Fund Revenue**

|             |       |
|-------------|-------|
| Local Taxes | 40.3% |
| State Funds | 52.6% |
| Other       | 7.1%  |

**Application Process**

Qualified individuals are encouraged to apply. Please submit:

- A cover letter emphasizing qualifications and reasons for interest;
- An up-to-date resume;
- List three (3) references from associates or board members who can speak to candidate qualifications and work experience;
- A copy of current Ohio Treasurer Certificate/License;
- A CFO screening form will be provided to the applicant upon application submission

**Note: Applicants should not make personal contact with any Board of Education members.**

**All application material can be mailed or emailed to the following:**

K-12 Business Consulting  
 "Amanda-Clearcreek Local School District Treasurer Search"  
 P.O. Box 476  
 New Albany, OH 43054  
[dcramer@k12consulting.net](mailto:dcramer@k12consulting.net)

**Direct questions concerning the position to:**

Dee Cramer at 937.243.2922 or [dcramer@k12consulting.net](mailto:dcramer@k12consulting.net)  
 Cindy Ritter at 740.412.9536 or [cjritter@k12consulting.net](mailto:cjritter@k12consulting.net)

**The District**

The Amanda-Clearcreek Local School District was formed in 1960 by combining Amanda and Stoutsville School Districts and contains 99 square miles. The School District contains the entire Township of Clearcreek, and portions of Amanda, Hocking and Madison Townships.

The District facilities are located on one campus consisting of two buildings. Preschool through grade 2 in one building and grades 3 through 12 consisting of the elementary grades 3-5, the middle school grades 6-8, and the high school grades 9-12 in the other building. The Eastland-Fairfield Career and Technical School, provides career technical education for our students.

The District recently passed a 15-year 2% Earned Income Tax with collections beginning in January 2020. It is anticipated this levy will generate about \$2,000,000 the first year and \$3,000,000 for future years. The district had a 1.5% income tax that expired in 2016.

The District has two debt issuances. The first issuance of Bonds was dated 4/30/2001 with the original maturity date of 12/1/2022. A second issuance for \$4,417,000 School Facilities Construction and Improvement Bonds, issued 3/15/2000 has a final maturity 12/1/2022. The first issuance was paid off early so the only remaining bond debt is the School Facilities Construction and Improvement Bonds.

The District is made up of 64% Residential, 33% Agriculture, and 3% Mineral, Commercial & Industrial. Calendar Year 2019 was a reappraisal year for Fairfield County and the tax rates are remaining a constant at 20 mills. The district's residential increased by 21.9% during the reappraisal. Due to this sharp increase, the County had to make a millage adjustment to bring the District back to the 20-mill floor.

**Tentative Timeline**

|                           |                    |
|---------------------------|--------------------|
| Announce Vacancy          | 9/1/2020           |
| Application Materials Due | 9/25/2020          |
| Initial Interviews        | 10/5/2020, 10/8/20 |
| Final Interviews          | 10/21/2020         |
| Action to Employ          | 10/26/2020         |
| Employment on or before   | 11/23/2020         |

These dates are approximate times. Applicants are reminded that application materials are subject to public records law.

**Deadline for applications is 9/25/2020**

