



## **Big Walnut – Treasurer/CFO Search**

### **SEARCH PROFILE DEVELOPMENT QUESTIONNAIRE**

Thank you for agreeing to help in the development of the treasurer search profile. Your responses to the following questions will help the Board of Education develop a profile of leadership qualities for the new Treasurer/CFO. Please return your completed form to K-12 Business Consulting, our search consultants, by mail or fax to the address/fax number noted on the reverse side. Please do not identify yourself personally by name on this form.

PLEASE IDENTIFY THE GROUP YOU REPRESENT (Please select only one):

<b>Board of Education</b>	<b>Treasurer's Staff</b>	<b>District Administrators</b>	<b>Central Office Staff</b>	<b>District Staff</b>	<b>Parents &amp; Community</b>	<b>Elected Officials</b>
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1. What do you consider to be the two or three of Big Walnut Local Schools most significant strengths?
  
  
  
  
  
  
  
  
  
  
2. What would you consider to be the two or three most important issues facing the district?
  
  
  
  
  
  
  
  
  
  
3. Please tell us your two or three characteristics which you think the Board of Education should look for in a new Treasurer/CFO:

4. The following characteristics and skill are all important for a successful Treasurer/CFO. To help us sharpen our focus for our next Treasurer/CFO, from your perspective and based on your perceptions of the organization’s needs, please rank from 1 to 10 in order of importance with 1 being the most important, the following characteristics you would like to see in a new treasurer:

- \_\_\_\_\_ Ability and willingness to deal fairly with administration, staff, and other stakeholders
- \_\_\_\_\_ Expertise in using operating system software (e.g. accounts payable, payroll, budgetary)
- \_\_\_\_\_ Expertise in design and implementation of business office procedures
- \_\_\_\_\_ Effective at communicating the organization’s finances in both written and verbal form
- \_\_\_\_\_ Successful experience as a Treasurer/CFO or Assistant Treasurer
- \_\_\_\_\_ Experience with public school district fiscal management
- \_\_\_\_\_ Knowledge of Ohio laws and legislation that concern school districts
- \_\_\_\_\_ Organizational and management skills
- \_\_\_\_\_ Personal involvement and interest in the district programs
- \_\_\_\_\_ Experience in state and federal financial reporting

5. Please share any additional thoughts below that you would want the Board of Education to consider:

Thank you for your time and commitment to helping our district. Please return this form by **July 10, 2017** by mail, fax or scan and email to the email address noted below:

**“Big Walnut Local Schools Treasurer’s Search”**  
**K-12 Business Consulting, Inc.**  
**P.O. Box 476**  
**New Albany, Ohio 43054**  
**Fax 614-656-7526**  
**cmohr@k12consulting.net**

## **Treasurer Search Profile Form - "How to Send" Instructions**

There are 3 ways you can submit your search profile to our consultants which are listed below:

### **How to Send via E-Mail:**

Download the attached form and fill out the form, then "Save As" the completed form as a .PDF document on your computer. Name the .PDF document "Big Walnut LSD Treasurer Search.PDF."

Open your e-mail, select "Attach File" (this may be named something else depending on what e-mail you are using; IE, gmail, Yahoo, Outlook, etc.). Then navigate to where you saved the "Big Walnut LSD Treasurer Search.pdf" document on your computer and attach the file to your e-mail.

In the subject heading on your e-mail type, "Big Walnut LSD Treasurer Search."

Send your e-mail to Chris Mohr at K-12 Business Consulting, Inc. - [cmohr@k12consulting.net](mailto:cmohr@k12consulting.net)

### **How to Send via Fax:**

Download the form and fill it out the form, then print the completed form. Fax the completed form to:

K-12 Business Consulting, Inc.  
"Big Walnut LSD Treasurer Search"  
Fax - 614-656-7526

### **How to Send via U.S. Mail:**

Download the attached form and fill it out, then print the completed form. Mail the completed form to:

K-12 Business Consulting, Inc.  
"Big Walnut LSD Treasurer Search"  
P.O. Box 476  
New Albany, Ohio 43054

Thank you for your time and assistance with the Search Profile form.

Sincerely,  
Big Walnut LSD Board of Education