

SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Board of Education and/or the Superintendent of Schools, the incumbent performs responsible financial record keeping for a school district as mandated by State Education Law. The incumbent is required to submit periodic reports to the Board of Education, which formulates the financial policies of the District. Does related work as required.

TYPICAL WORK ACTIVITIES:

Implements and controls the adopted school budget;
Receives district funds from various levels of government and other sources, and deposits same as designated by the Board;
Signs all checks issued by the District;
Keeps a record of District receipts and disbursements;
Reconciles bank statements;
Maintains bond register and/or records of funds borrowed by District;
Submits reports of District's finances to Board;
Discusses accounting and financial problems with approved members of the Board and with officials of the District.
Performs a wide variety of clerical account keeping tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping financial accounts and records;
Good knowledge of the laws, regulations, procedures and policies as they related to school district finances;
Good knowledge of office terminology, procedures, equipment and business English;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare record reports and spread sheets;
Ability to follow oral and written directions and to prepare correspondence, reports, and other materials.
Ability to understand and interpret complicated oral instructions and/or written directions;
Ability to develop effective working relationships;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity and good judgment;

SCHOOL DISTRICT TREASURER-CONTD.

2

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and three years general business experience, one of which shall have involved keeping or auditing financial records; or

NOTE: Education beyond high school in the field of business or accounting can be substituted for experience on a year for year basis.

Jurisdictional Classification: Exempt

R888

5/11/05