

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 6, 2023

DEPUTY SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for assisting and carrying out administrative detail in the operating functions of a school district which may include oversight over some portions of the business office. These activities may include purchasing, inventory control, budget planning, budget monitoring, accounting, information management, and food service. The work is performed under the general supervision of a school administrator and/or the School District Treasurer with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work within established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the School Business Administrator with establishing and administering continuing education programs;
2. Assists the School District Treasurer with calculating and reconciling school lunch fund sales tax;
3. Completes accounts receivable billings;
4. Assists with billing other school districts for health services and tuitioned students;
5. Receives district funds and prepares deposits for the School District Treasurer;
6. Records receipts and payments;
7. Posts figures to appropriate accounts and verifies any necessary adjustments;
8. Assists in both internal and external audits of School District financial operations;
9. Provides information and assistance to the School District Treasurer for the preparation of the annual financial report;
10. Compiles, prepares, and analyzes a variety of financial and statistical records and reports;
11. Processes, sorts, indexes, records and files a variety of control records and reports;
12. May perform other general business office functions using financial software such as purchasing, extra-class maintenance, etc.;
13. Acts in the place of the School District Treasurer;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods used in maintaining financial accounts and records; good knowledge of the laws, regulations, procedures and policies as they relate to school district finances and accounting; good understanding of state financial claim processes; skill in the use of modern software applications and related equipment; ability to operate a personal computer and modern software applications at an acceptable rate of speed and accuracy; ability to follow oral and written directions and to prepare reports and other materials; ability to independently plan and carry out account keeping work; ability to analyze and organize data and prepare records and reports; ability to develop effective working relationships and deal diplomatically with the public; integrity; sound professional judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree in Business Administration, Accounting, or related financial field: **OR**
2. Graduation with an Associate's Degree in Business Administration, Accounting, or related financial field **AND** two (2) years of full-time paid experience in business administration, accounting, or financial record keeping.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.