

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** JUNE 1, 2020

**SCHOOL DISTRICT TREASURER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work entails managing all financial accounts for a given school district, including cash management, purchasing, accounts payable, accounts receivable and fund accounting. The incumbent will work under the general supervision of a district administrator and the Board of Education which formulates policy and checks on work by means of periodic reports. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Receives and acknowledges district funds and makes deposits;
2. Maintains cash book in which an itemized record of all receipts and payments are entered;
3. Discusses accounting and financial problems with supervisors and/or the board;
4. Draws and signs checks to pay district obligations;
5. Files posting media and miscellaneous account documents;
6. May invest moneys as directed by the Board or district administrator;
7. Ensures timely deposits of funds to cover bond interest due and payable;
8. Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
9. Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
10. Renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills or invoices;
11. Tracks, audits, and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;
12. Prepares complex financial or statistical summary reports; checks for accuracy of computations and prepares daily, weekly and monthly reports which are compiled into summary reports or claims for federal or state reimbursements;
13. Files state documents including financial cost reports and sales & use tax;
14. Contacts clients, vendors or other agencies to obtain additional information;
15. Provides information orally or in writing in response to inquiries on status of accounts;
16. Processes, sorts, indexes, records and files a variety of control records and reports;
17. May assist in preparation of figures and reports for use in budget preparation;
18. May perform complex payroll transactions or may process the payroll for an entire department and prepare all related reports;
19. Operates a calculator and other office equipment as necessary;
20. Works from a rough draft or from data which is personally developed to prepare accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material using a laptop or personal computer;
21. May be required to edit and update web pages;
22. May perform other general business office functions using financial software such as purchasing, extra-class maintenance, etc.;
23. May serve as financial software administrator with the ability to maintain the system and passwords;
24. Serves as coordinator and contact for yearly fiscal audits;
25. Trains personnel as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods used in keeping financial accounts and records; good knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare reports and other materials; integrity; 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 and good address; physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND** three (3) years of general business experience, of which one (1) year shall have involved keeping or auditing financial records.