

TITLE: District Treasurer

REPORTS TO: Assistant Superintendent for Management Services

1. Basic Function

This is a professional accounting and supervisory position involving responsibility for the development, maintenance, and auditing of accounting systems in the District.

2. Scope of Activity

The District Treasurer is required to be familiar with government accounting, budgeting and reporting. The work is performed under the general supervision of the Assistant Superintendent for Management Services, permitting considerable leeway for the exercise of independent judgment.

3. Responsibilities

- a. Supervises the keeping of accounts, control funds and other financial and statistical data for the District.
- b. Initiates and forwards claims for State and Federal reimbursement.
- c. Receives money for the District, issues receipts, and sets up and maintains records.
- d. Approves and verifies disbursements authorized by staff.
- e. Supervises cash flow and investment of idle monies of the District, and maintains supporting records.
- f. Prepares reports, corresponds with clients, the State and Federal government and others, regarding financial accounting matters.
- g. Supervises the preparation of all payroll records and reports.
- h. Prepares periodic financial reports.
- i. May prepare periodic audits and audit reports of accounting records maintained by others.
- j. Does related work as required.

4. Full Performance Knowledge, Skills, Abilities and Personal Characteristics

- a. Thorough knowledge of local and state laws and regulations which affect District activities.

- b. Thorough knowledge of accepted accounting principles and techniques and ability to apply these in the performance of duties.
- c. Ability to teach and impart knowledge, information and skills.
- d. Ability to organize efficiently elements of a varied job.
- e. Ability to communicate effectively both orally and in writing.
- f. Ability to write reports.
- g. Ability to follow oral and written directions.
- h. Tact and courtesy, initiative, resourcefulness and powers of observation.
- i. Physical condition commensurate with the demands of the position.

5. Qualifications

- a. B.S. degree in Business and/or two years verifiable accounting experience.
- b. Experience in the development, installation and maintenance of accounting systems in a school district environment.

Adopted: January 3, 2006

Revised: November 27, 2007