

Job Description
MOORE PUBLIC SCHOOLS

1.04

Job Title: School District Treasurer

Qualifications:

Credentials: Bondable

Education: High School diploma and business college graduate or equivalent education in accounting/auditing and cost control.

Training or Experience Required: At least 5 years banking or business investment experience. Some experience in public setting or school is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; provides complex instructions; makes public speeches or presentations or provides complex letters or reports.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as proposals, regulations, contracts balance sheets/ledgers, investment/banking information, etc.

Business Machines (like computers, copiers, etc.): Operates complicated business machines requiring formal, specialized training such as a personal computer software with sophisticated retrieval, storage and merging capabilities.

Site: Administrative Service Center

Reports To: Business Manager

Job Goal (Purpose of Position): Under minimal supervision, performs administrative level treasury duties to invest district funds in a way to

maximize return on investment. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Other performance Measures/Expectations: Successful performance of the job requires customer service, managing financial resources, managing information, planning and organizing, leadership, and teamwork.

Essential Job Functions:

1. Acts as custodian of all district monies and maintains ledgers for each fund.
2. Receives and disburses district monies.
3. Deposits district monies in Board designated banks.
4. Maintains ledgers of monies received and disbursed.
5. Prepares for Board Agenda: reports on the district's monthly and YTD fiscal status.
6. Prepares and submits annual report at the end of each fiscal year.
7. Maintains files of paid warrants, pledged collateral, bank statements, receipts, allocation notices of State and Federal aid, grants, etc., and Special Education claims and receipts.
8. Invests and/or liquidates Certificates of Deposit or U.S. Treasures as needed.
9. Performs other duties as assigned by the Deputy Superintendent/Business Manager.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: This is an office/administrative job with those physical/mental requirements included in the essential functions.

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TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Business Manager.

Approved 03-08-93