

## **SCHOOL DISTRICT TREASURER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is responsible work calling for the exercise of mature business judgment in carrying out an established routine involving the record keeping, custody, deposit, withdrawal and/or investment of school district finances. Employees in this class are under general supervision of the Board of Trustees or Board of Education, which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded. This is normally a part-time position.

### **TYPICAL WORK ACTIVITIES:**

1. Receives and deposits money from tax collectors;
2. Draws and signs checks;
3. Discusses accounting and financial problems with superiors;
4. Files posting media and miscellaneous account documents;
5. Prepares reports and statements concerning district finances;
6. May invest moneys as directed by Board of Education or Business Manager;
7. Insures timely deposit of funds to cover bond interest due and payable;
8. Performs related duties as assigned by Board of Education;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the laws, rules, regulations, procedures and policies as they relate to school district finances; good knowledge of methods used in keeping financial accounts and records; ability to prepare comprehensive financial and statistical reports; integrity; good judgment; tact and courtesy; good physical condition.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

Three (3) years of highly responsible business experience, some of which involved financial record keeping, accounting or auditing or the custody of funds, or any equivalent combination of training and experience.

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