

TREASURER/BUSINESS MANAGER

JOB TITLE: Treasurer/Business Manager

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

QUALIFICATIONS:

Education: Bachelor's degree in accounting or business preferred. A minimum of two years of advanced training in business and accounting or equivalent experience is required. CPA preferred.

Experience: Must have strong organizational skills. Proficiency in Word, Excel, Google Docs, Internet, and accounting software. Experience in office procedures, accounting, purchasing, and other business procedures. Ability to work with staff, students, and the public.

Performance Responsibilities:

1. Performs daily accounting procedures.
2. Helps create, maintain, amend school district budget.
3. Oversees credit card charges and reconciles statement.
4. Processes monthly financial reports for purchase orders, budgets, and bank reconciliations.
5. Receipts revenues, prepares bank deposits, records deposits, and enters revenues in accounting software system.
6. Reconciles accounts payable checks and deposits with bank statements.
7. Assists with data entry, budgeting, audit processes, running of reports, etc.
8. Processes property tax payments and 1099's.
9. Oversees accounts payables, employee purchase orders, and expense reimbursements.
10. Maintains records involving grants to the district.
11. Prepares monthly financial reports to submit to the Board of Trustees and post on district website once approved.
12. Submit needed reports to the State Department of Education and assist with the annual financial audit performed by independent auditors.

13. Places and receives telephone calls cordially and accurately records messages.
14. Maintains high standards of ethical behavior and confidentiality of information.
15. Has regular and predictable attendance.
16. Perform other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.