

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Board Treasurer	Reports to: Board of Education
Job Class Code: Board Policy 01.413 AP.1	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- The treasurer shall be responsible for all District funds under such conditions as the Board may direct.
- Attends all meetings of the Board when financial matters are to be discussed.
- Acts as custodian of all monies belonging to the District and provides accounting services essential to the preparation, administration, supervision, and control of the budget.
- Receives, records, and reconciles all monies belonging to the District and distributes them to the appropriate accounts.
- Deposits funds in a timely manner in the properly designated depository.
- Gives a bond in such sum as shall be required, the premium on such bond to be paid by the Board.
- Pays out District monies on written order of designated officials of the Board.
- Gives detailed accounts of monies received and disbursed at least once a month at the regular meeting of the Board.
- Renders a full annual report at the end of each fiscal year and provides information to auditors as requested.
- Is responsible for the payroll of all District employees.
- Keeps a full and complete account of all funds and makes such reports concerning them as required by the Board or by the State Board or other government agencies.
- When necessary, serves as Treasurer of the District Financial Corporation.
- Performs other tasks assigned by the Board.

MINIMUM QUALIFICATIONS

1. Has bookkeeping/accounting work experience and/or education.
2. Has education and/or work experience in electronic data processing.
3. Has a working knowledge of the SEEK funding program.
4. Is willing to become or qualifies as a Notary Public.
5. Has a working knowledge of tax, social security, and retirement laws applicable to the District and its employees.

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.