

SCHOOL DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work calling for exercise of mature business judgment in carrying out an established clerical routine. Incumbents are responsible for keeping an accurate record of the finances of a school district. Employees in this class are under the 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives money from School Tax Collector and makes deposits;
Draws checks;
Discusses accounting and financial problems with superiors;
Files posting media and miscellaneous accounting documents;
Prepares reports and statements concerning district finances;
Performs a wide variety of clerical account-keeping tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence, reports and other materials; integrity; good accounting judgment; good address.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma and three (3) years of business experience, of which one (1) shall have involved keeping or auditing financial records; **OR**

An equivalent combination of training and experience as defined above.